

MARIA SOLEDAD C. CABRERA

Boracay Island, Malay, Aklan

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Objectives:

To help improve and maintain the unsurpassed services that the company provides.

To be a part in the success of your prestigious company by incorporating my experience and knowledge in management and marketing.

To further learn and gain more ideas and experiences in this field and to have a stable job.

Personal Data:

Birth Date : November 10, 1980

Age : 26 yrs

Gender : Female

Height : 5'3"

Weight : 120lbs

Educational Background:

Hotel and Restaurant management

Northwestern Visayas Colleges

AKLAN

April 2005

Diploma of Technology Major in Electronics

Western Visayas College of Science and Technology

Year 1998 to 2001

DOST Scholar

New Lucena National Comprehensive High School

New Lucena, Iloilo

Year 1998

New Lucena Central Elementary School

New Lucena, Iloilo

Year 1994

Working Experiences:

EA Spa Operation/ Construction Manager

Avana Mounatin Spa
Boracay Island, Malay, Aklan,
Philippines

Manages the construction operation and ensures that everything runs smoothly as planned. Do the budget forecast, man power hiring, weekly payroll, expense report and purchasing of construction materials.

Property Consultant

Osool Al Khaleej Real Estate &
Consultancy Services
Manama, Kingdom of Bahrain
April 9, 2006 to September 23, 2006

Meet with high ranking and highly paid people to market a certain property which meets their needs...like villas, apartments and lot. Market these properties (apartments and villas) in expatriates especially in US Naval Base for their American Navy's accommodation when they arrive in Bahrain.

Assistant General Manager

Seraph Hotel
Boracay Island, Malay, Aklan
January 2004 to June 2004

Conduct weekly meeting with department heads/managers regarding the things that concerns in each department. Do interviews with applicants and orientation. Check the daily expense of the hotel. Make memorandums. Assist the General Manager in hotel operations.

Construction Manager

Seraph Hotel
Boracay Island, Malay, Aklan
March 2003 to December 2003

Interview workers, make their payrolls, assist the Engineers in their needs, do the purchasing of all the materials from sand and gravel to the furniture's and fixtures of the rooms. I personally checks' the materials and make P.O

Villa Mare Resort

Boracay Island, Malay, Aklan
January 2003 to March 2003

Act as a manager or overall in charge when the owner is not around. Conduct inspection in the cottages, do the room reservation and also act as a receptionist and cashier.

Officer in Charge

White House Beach Resort
Boracay Island, Malay, Aklan

In-charge in the operation of the Resort. Act as a receptionist, do the reservation, conduct interview with the applicants, make liquidations and check the rooms.

