



DONNA Taneo

WORK EXPERIENCE

SALES ADMIN ASSISTANT

Azalea Hotels and Residences - Baguio & Boracay

March 2017-August 2020

- Answering client's inquiry and concerns.
- Answering incoming and outgoing calls.
- Assist client's hotel reservations and booking.
- Telemarketing, collate leads of client hotel booking and reservations and set appointments for meetings.
- Attend travel expo and B2B events.
- Prepare request for quotation, booking contract and proposal for client, contracted rates for travel agencies and corporate rates.
- Arrange schedule of function room for meetings and events of clients.
- Monitor office supplies and event materials.
- Route office memo, prepare documents for signature of CEO, GM and higher positions.
- Do an admin works with direct transaction with purchasing, finance and HR department.

BILLING OFFICER

Sodezo Construction Services – Porac, Pampanga

September 2020-March 2021

- Oversees and monitors the progress accomplishment in all projects such as SAQ, Towercon and Genset. Prepares documents correspondence reports to client.
- Monitor, update summary of collection and prepare billings to Ericsson and subcons.
- Arrange schedules of meeting of CEO, takes and distributes minutes of meetings.
- Arrange employee payroll and benefits, prepares request for budget and payments to supplier.
- Prepare liquidations and reimbursement.
- Handles office concerns and errands.

EDUCATION

OUR LADY OF FATIMA UNIVERSITY

June 2012-October 2016

Bachelor of Science in Hotel and Restaurant Management

KEY SKILLS AND CHARACTERISTICS

- Can communicate in English verbal and written.
- Can handle client's inquiry and concerns.
- Can work under pressure.
- Friendly and service oriented.
- Strong organizational skills and ability to prioritize multiple tasks.
- Can do basic photo and video editing.
- Excellent listener
- Excellent MS Office (word, excel, presentation) and open office proficiency.

ACTIVITIES AND INTERESTS

Photo and Video Editing
 Interested in history
 Interested in Korean Culture
 Surfing
 Skateboarding
 Drawing and Painting
 Food connoisseur
 Making tie-dye shirt
 Photography
 Cooking
 Travelling

REFERENCE

ELLEN E. CASTILLO

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