



**CAMILLE JOY Q. DIMACULANGAN**

**BACHELOR OF SCIENCE IN TOURISM MANAGEMENT**

[camilledimaculangan08@gmail.com](mailto:camilledimaculangan08@gmail.com)

**+63935-565-3138**

I seek to improve my interpersonal skills and relationships and tackle challenges that will lead to personal growth. To hone my abilities and learn new skills that will help pave the way to further reaching my goals.

## **EDUCATION**

**PATTS COLLEGE OF AERONAUTICS**

S.Y 2010 - 2011

**COLEGIO DE SAN JUAN DE LETRAN CALAMBA**

S.Y 2011 – 2014

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

**CAMPUS YOUTH MINISTRY – KASAMBAHAY**

- Novena Prayer Leader and Lector
- Contemporary Dancer
- Usherette

**LETRANIME NATION '15**

- Actress/Muse

**3<sup>RD</sup> PLACER IN TOUR PACKAGE PROPOSAL**

## **ON-THE-JOB TRAINING**

**MAGSAYSAY CENTER FOR HOSPITALITY AND CULINARY ARTS (INTERNAL OJT December 2016-April 2017)**

- Sequence of service
- Napkin folding
- Table setup
- Wine procedures and wine opening

**NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES - RIZAL SHRINE, CALAMBA**

- Developed tour guiding skills;
- Acquired a general understanding of the documentary process such as monthly reports and sales, local and foreign visits;

## **SKILLS**

Computer Literate (MS Word, Powerpoint, Excel and Outlook)  
Proficient in English both written and oral  
Airline Booking process  
Tour guiding skills  
Organizational skills including attention to detail and multi-tasking  
Excellent client-facing and internal communication skills

Gained a deep understanding on the importance of preserving the site and the restoration of historical antiques

### **ALPHONSE TRAVEL AND TOURS (OJT)**

- Acquired a general understanding of the entire booking process;
- Developed a broad range of skills in handling different clients

## **EXPERIENCE**

### **THE COFFEE BEAN AND TEA LEAF (Barista) (December 2017 - December 2019)**

- Delivers a Total Quality Experience to guests
- Consistently does suggestive and cross selling, promotes marketing initiatives and featured products to customers
- Completes all assigned tasks on time with minimal supervision. Fulfills commitments to peers, co-workers, and supervisors/managers

### **WE LEAD GROUP HOLDINGS, INC (Events Coordinator) (THE CENTER AT CAMP BENJAMIN July 2017-October2017)**

- Phone operator
- Event Coordinator
  - Handling client concerns during events
  - Consolidating feedback from participants
  - Coordination with other departments for the smooth progress of the event
- Handling client queries
- Setting up meetings with prospective clients and partner Events Management

### **FIRST MULTI-TECH INDUSTRIAL AND DEVELOPMENT CORP. (Project Coordinator) (February 2015-August 2016)**

- Developed communication skills;
- Assisting and supporting the Project Manager in their daily duties.
- Ensuring that relevant management information is captured and analyzed.
- Assigning tasks
- Working with the team to remove blockers
- Control schedule
- Resolving any financial queries that are raised, including timely communication if extra budget is needed.
- Involved in Coordinating projects from inception to completion.
- Keeping in close contact with key project members and decision makers
- Track and report project progress
- Update documentation
- Directing Quality Assurance

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