**Chriss R. Pangilinan**

chrisspangilinan48@gmail.com

M: 09271676208

I am currently looking for a full time position in an environment that offers a greater challenge, and the opportunity to help the company advance efficiently and productively.

**SKILLS:**

* Good organizational skills
* Strong Attention to Details
* Maintaining Records and Files
* Proficient in Microsoft Office (Word, Excel and PowerPoint)
* Handling Staff Attendance
* Knowledgeable in Computer Troubleshooting, installation of application on windows Based PC’s Familiar with IP addressing
* Know how to use Adobe Photoshop
* Know how to use Oars (Online Administration Reservation System)
* Know how to use word press
* Waitering service
* Housekeeping
* Driving

**WORK EXPERIENCE:**

**BLUE DREAM AT PUERTO GALERA**

July 24, 2019 up July 21, 2020

* I.T

**CLUB EROTICA BAR AND DISCO** (*under BLUE DREAM CORPORATION*)

July 21, 2018 up July 23, 2019

* DISK JOCKEY (DJ)
* I.T Support

**PUNTA GALERA BEACH AND DIVE RESORT** April 25, 2017 to May 4, 2018

* Waiter/Graphic Designer/Office Support (April 25, 2017 to June 1, 2017)
* Reservation Officer (June 2, 2017 to May 4, 2018)
* Accommodate patrons by registering and assigning rooms to guests.
* Ensure all incoming calls with courtesy and ensure efficient resolution of all guest inquiries hotel services and operations.
* Coordinate and deals with supplier.
* Entering booking reservation on the system.
* Receive payment by cash and credit card.
* Preparing guest bills.
* Assist to book and block all rooms according to required standards and manage all special reservations and monitor all reservations.
* Change or cancel reservations at the request of guests.
* Answer and respond to guest on reservation inquiries.
* Receive reservation through email or phone or email.
* Provide reservation services to guest/s and visitors in a hotel setting.

**Lalaguna Villas Luxury Resort** October 1, 2014 –August 18, 2016

* **Encoder**
* Encode and compute the daily staff attendance hours.
* Encode electric and water meter reading and solving formulas if there is an error.
* Encode Receipt into “OARS”-a resort database
* Update Resort Website by Posting promos and update information such as text, photos, reviews, views, layout and etc.
* **I.T Support**
* Troubleshoot internet connection
* Update computer software
* Troubleshoot telephone lines
* Update NAS server –an Online Drop box
* Troubleshoot IP Camera “CCTV”
* Enroll new staff into biometric
* Accepting calls in every room/department if they have concerns on their PC's and internet connection.
* **Graphic Designer**
* Layout
* Flyers
* Brochure
* Business card
* Poster
* Tarpaulin and etc.

**SEMINARS:**

• Business & Information Technology

- Calapan Bay Hotel Annex B
 September 28, 2019

• YULO AVL TRAINING CENTER / PRACTICAL ELECTRONICS FOR LIVE SOUND

- 15A Bulacan Street, Bungad Project 7, Quezon City
 June 16, 2018

• Lakbay Foto Turismo
-White Beach Puerto Galera
 November 6 to 7, 2015

• Symposium on Migration Peace and Development
-Roxas Blvd. Pasay City “DFA”
 June 7, 2013

• Graphic Design
• The Web Today
-World of Hope 103 Edsa Quezon City
 February 27, 2013

**Training :**

**KAKAMMPI** “NGO”i-TV November 7, 2013 – April 16, 2014

* Technician
* Video Editor

-Editing Commercials, events and live broadcasting.

* Cameraman

-Shooting live events such as interviews, rallies and live broadcasting

* PDOS “Pre-Departure Orientation Seminar” /Trainer
* MEDIA/Student Volunteer
* Audio Editor –

-Recording and editing audio voice for radio broadcasting at

 DWSS 1494 AM Manila

* Graphic Artist

Layout

-Tarpaulin

-Broadcasters Logo

-Footer for live streaming

-Business card

**EDUCATION:**

* Sabang Elementary School
* Gloders College( formerly School of the Nations)

High school

* St. Mary’s **M.I.C.H.D.**

Computer Technician/Network

* ACLC College (AMA)

BS Information Technology

**PERSONAL INFORMATION:**

Date Birth : October 11,1996

Status : Single

Religion : Catholic

Mother’s Name : Marivic Revilla

**CHARACTER REFERENCES:**

**France Medrano**

Admin

**Mobile**: (+63) 906 325 1886

**Marmel Juanites**

Reservation Officer

**Mobile**: (+63) 926 771 8504

*I hereby certify that the above information is true and correct to the best of my knowledge.*

**Chriss R. Pangilinan**

*Applicant*