



0976 555 8766



saenzjasmine09@gmail.com



8 Industria St., Tugatog  
Malabon City, 1470, NCR

## Personal Information

**Sex:** Female

**Age:** 23 yrs. old

**Birthdate:** March 29, 2002

**Birth place:** Malabon City

**Civil Status:** Single

**Citizenship:** Filipino

**Religion:** Roman Catholic

## Technical Skills

- Proficient in using MS Office Suite
- Knowledgeable in utilizing Canva for graphic design and presentations
- Google Workspace
- Calendar Management
- Email Management
- Content Creation & Design
- Data Entry
- Social Media Management
- File Management

## Soft Skills

- Communication Skills (verbal & written)
- Personalized Customer Service
- Adaptability
- Time Management
- Attention to detail
- Organization
- Teamwork

# JASMINE G. SAENZ



## Profile

A Tourism Management graduate with a strong ability to engage and socialize with diverse groups of people. Enthusiastic about gaining practical experience and bringing strong collaborative and interpersonal skills to team environments. Focused on making valuable contributions while continuing professional growth. Proficient in managing demanding workloads, with a proven track record of balancing rigorous academic responsibilities alongside work commitments.



## Objectives

Leverage my knowledge and skills to support the company's development goals, enhance customer satisfaction, and elevate service quality. I am seeking a rewarding and dynamic position that will allow me to acquire new skills and add significant value to the organization.



## Educational Attainment

### College

**University of Caloocan City**

BS Tourism Management

GWA: 1.32

**2020 – 2024**

### Senior High

**AMA Computer College Caloocan**

Humanities and Social Sciences

**2018 – 2020**



## Work Experience

**M-Commerce Corporation**

**August 27, 2024 – March 01, 2025**

**Operations Department – Live Host/Content Creator**

- Hosted live events, engaged audiences, and drove sales through product promotions. Utilized strong communication skills to maintain an engaging atmosphere and create impactful experiences for viewers.



## Awards and Certifications

### **CUM LAUDE**

Bachelor of Science in Tourism Management  
University of Caloocan City  
Batch 2024

### **Civil Service Eligibility (Pending)**

*Honor Graduate Level*

Expected Date of Issuance: 2024

### **NCII Tourism Promotion Services**

*The Asian Academy of Professional Studies*

April 03, 2024

### **Sponsorship Head**

*Events Management Class*

2023

### **NCIII Events Management Services**

*The Asian Academy of Professional Studies*

January 26, 2024

### **NCII Food and Beverages**

*The Asian Academy of Professional Studies*

May 03, 2023

### **NCII Travel Services**

*The Asian Academy of Professional Studies*

January 10, 2024

### **AMA Computer College Caloocan**

*Best in English for Academic and Professional Purposes*

2018 - 2019



## Seminars and Training

### **Equipping Tourism and Hospitality Management Students for a Seamless Transition into the Industry**

November 06, 2023

Caloocan City, South

### **Local Tourism Development Planning — Coaching and Mentoring**

July 21-22, 2023

Hotel Lucky Chinatown

### **The Cruise Industry Seminar**

May 27, 2022

Magsaysay Center for Hospitality and Culinary Arts

### **Wings of Opportunities: Navigating the path to become a flight attendant and succeeding in interview**

October 28, 2021

Webinar

## **Malabon City Tourism & Cultural Affairs**

**July 07, 2023 - July 15, 2024**

### **Ambassadors**

- As Binibining Malabon 2023, I actively promote the city's tourist attractions, cultural heritage, and culinary offerings through strategic social media campaigns and public events.

## **VXI Global Holdings B.V. (Philippines)**

**August 26, 2021 - September 07, 2022**

### **Account Associate**

- Provide exceptional customer support through phone interactions by addressing inquiries and resolving complaints. Offer detailed information about products and services, assist with order placements, and efficiently handle return processes.



## Internship Experience

### **Asiapro Multi-purpose Cooperative**

#70 San Rafael St., Brgy. Kapitolyo, Pasig City, Terminal 1

Intern - Passenger Service Agent, Saudia Airlines

March 11 - June 04, 2024

### **iTravel eTours Travel Agency**

#33 Magsaysay St., Valenzuela City

Intern - Tour Coordinator

June 05 - July 25, 2023



## Character References

### **Annette Jane Ibayon**

09471478445

Bank Teller

BPI Edsa Branch

### **Paolo Rafael Tampico**

09761557935

Tutor Recruitment Staff

Weblio Philippines Inc.

### **Claudine Fineza**

09456991759

Operations Supervisor

Asiapro Multi-purpose

Cooperative