



# GLAIZA BALANCE

Receptionist cum Cashier

📞 0562816195

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📍 Al satwa, 35 A street, Villa 16

## EDUCATION

Medical Transcription NC II  
**MTC Academy-Albay, Philippines**  
2012 - 2014

Midwifery  
**Perpetual Help Paramedical College**  
2010 - 2012

## SKILLS

- Good verbal and written communication skills
- Hard working and detail oriented
- Speed and efficiency
- Multitasking

## LANGUAGE

English

Tagalog

## About Me

I would describe my personality as friendly, organized and energetic. I love meeting new people, so receptionist work suits me well. I'm also very organized, which helps me keep track of all the information I need to remember while on duty. Finally, I'm always ready to take on new challenges and projects, so I'm excited to use my energy to help this company grow."

## WORK EXPERIENCE

January 2022 - present  
Tr88house Restaurant and Entertainment Center  
Attraction Attendant and Receptionist

- Ensure full compliance of mandated rules and regulations.
- Ensure the Company's SOPs are continually adhered to.
- Ensure that all Company Policies and Procedures and other guidelines on Cash Handling and adhered to.

September 2021 - December 2021  
Expo 2020

May 2021 - August 2021  
Legoland Dubai

### Ride Operator

- Operate rides and attractions according to safety protocols.
- Monitor and inspect rides and attractions for safety.
- Ensure the proper operation and upkeep of amusement park rides and attractions.

October 2020 - May 2021  
Global Village

### Ride Attendant (Opr)

- Collect tickets or money for rides.
- Ensure appropriate number of people can get on rides.
- Ensure passengers are secured safely.

April 2018 - April 2020  
Yellow Brick Road Nursery

### Nursery Assistant

- Making sure that children are safe, happy and stimulated.
- Creating a child friendly environment.
- Maintaining toys and play equipment.
- Supporting carers in the parenting of their children.