



ABOUT ME

Seeking a company with a progressive organization that provides an opportunity to capitalize my skills, experience, and capabilities.

LINKS

LinkedIn:  
www.linkedin.com/in/jezilchristivillanea

LANGUAGES



PERSONAL DETAILS

Date of birth:  
August 8, 1996

Nationality  
Filipino

Visa status  
Tourist Visa

JEZIL CHRISTI  
VILLANEAA

ADMIN EXECUTIVE

Al Barsha 1, Dubai, United Arab Emirates

+971-58-233-0263

jezchrsti8@gmail.com

WORK EXPERIENCE

ROBINSONS  
LAND  
CORPORATION  
Philippines  
Jul 2021- Apr 2024

Administrative Executive

- Help facilitate effective communication and workflow within the organization through coordinating office activities, handling correspondence, organizing meetings, managing schedules, and overseeing administrative staff.

WATSONS  
PERSONAL  
CARE INC.  
Philippines  
Oct 2018 - Jul 2021

Pharmacy Assistant/Cashier

- Merchandised health and beauty products according to company standards and providing excellent customer service. Maintained excellent client satisfaction by providing professional, courteous customer service.

MÖVENPICK  
HOTEL &  
RESORTS  
Philippines  
Jun 2016 - Aug 2017

Reservations Agent

- Providing excellent customer service and ensuring that customers have a positive experience in booking services with the company.
- Keeping detailed records of reservations, payments, and customer interactions.
- Collaborating with other departments such as housekeeping, transportation, or finance to ensure seamless service delivery.

EDUCATION

MINDANAO STATE  
UNIVERSITY- IIT  
Philippines  
2016

Bachelor of Science  
Hotel and Restaurant Management

SKILLS

