



# MARIA EZEKIEL FELYNN COLIN ALLERA

## TOUR GUIDE

### Summary

Seeking a challenging role where I can leverage and share my skills and experiences. To obtain and contribute to an organization that values continuous learning and growth professionally while making a positive impact for the success of the organization. To earn reputable status in whichever company I may work for.

### Experience

#### Tour Guide at *Dubai Butterfly Garden*

Nov. 2022 – Dec. 2023

- Guiding and catering client's needs and satisfaction
- Doing face painting busking and Hand-crafting for the merchandise of the company.

#### Admin and Event Organizer at

Oct. 2018 - Jul 2022

*Philippines Social Media Examiner Events and Marketing Services*

- Using social platforms to send proposals to all clients.
- Coordinated schedules and timelines for all events.
- Coordinated with social media in assisting client needs/making Online Advertisements.
- Maintaining database files, contracts and project materials

#### Marketing Assistant and Travel Consultant at

Sep.2016 - Oct 2018

*BEVS Travel and Tours*

- Coordinated and documented all customers inquiries, reports and comments thoroughly.
- Arrange travel accommodations for groups, couples, executives and special needs of clients. Accommodated guest's request for Car Rental and Tours.

#### Assistant Project Officer at *Primetrade Asia, Inc.*

Sept. 2015- Sept.2016

- Organizing big events such as Manila Book Fair Events, Anime Concerts Event and Conferences. Organized departmental documents for appropriate distribution and filing using MS Office applications.

#### I.T Assistant at *Altitude Maritime Training Center, Inc.*

Jan 2015 - Aug 2015

- Coordinated all seafarer materials for filing all docs and admin works.

### Education

Bachelor of Science in Information Technology

Oct. 2019 - Mar 2014

Jose Rizal University (College Graduate)

Bachelor in Secondary Education (Supplementary)

Sept. 2021 - Jul 2022

Abuyog Community College

### Achievements

NC II Computer Systems Servicing

- Technical Education and Skills Development Authority Scholar

### Contact

Phone: +971 542193019

Email: [allera.kiely@gmail.com](mailto:allera.kiely@gmail.com)

Nationality: Philippines

Date of Birth: 10.03.1993

Address: 105 F Sheraton

Accommodation Al Salam Building,

Al Barsha South Third 3<sup>rd</sup> Arjan,

Dubai UAE

### Skills

- ✓ Computer Literate (Basic computer set-ups, MS Office (Power Point, Excel, Outlook and etc.)
- ✓ Creativity (Art, Music, Hand Crafting)
- ✓ Communication (English verbal and written)
- ✓ Organization
- ✓ Time Management
- ✓ Adoptability
- ✓ Versatility
- ✓ Social Media

### Language

- Filipino
- English

### Hobbies

- Music
- Creative Arts
- Photography
- Adventurous