



CONTACT ME

☎ +971568524839

✉ Kennchristiancarreon@gmail.com

Al Bahri Bldg 210, Al
Barsha 1, Dubai, UAE

EDUCATION

Bachelor of Science in Culinary Arts

**Mindanao University of Science
and Technology**

**Lapasan, Cagayan de Oro City.
Philippines**

2013 - 2015

**National Competency level 2
in Commercial Cooking 2015**

**National Competency level 2
in Pastry Production 2015**

Bachelor of Science in Hotel and Restaurant Management

**Mindanao Master Technician
Training Center Inc. Philippines**

Cagayan de Oro City. Philippines

2011 - 2013

**National Competency level 2
in House Keeping Service 2013**

**National Competency level 2
in Food and Beverage 2013**

Kenn Christian D. Carreon

HOSPITALITY VIRTUAL ASSISTANT

GOAL/OBJECTIVE

To work in a position where i will increase gains and profit performance, revenue growth and market share by using my expertise and skills in business management and entrepreneurial drive.

WORK EXPERIENCE

AIRBNB VIRTUAL ASSISTANT

Cuddles and Doodles Staycation
The Radiance Manila Bay.
Pasay City, Manila. Philippines

2022 - 2023

KEY ROLES:

- HANDLING INQUIRIES
- SOCIAL MEDIA POSTING
- SERVICE PROMOTION
- CUSTOMER SERVICE
- CUSTOMER-FOCUSED
- CUSTOMER-CARE
- PROVIDING INFORMATIONS
- GUEST PASS PROCESS
- REVIEWING FEEDBACKS

SKILLS:

- ATTENTION TO DETAIL
- FLEXIBILITY
- ADAPTABILITY
- NETWORKING SKILLS
- CUSTOMER SERVICE SKILLS
- COMPUTER SKILLS
- PATIENCE
- EMPATHY
- POSITIVITY
- RESILIENCE
- COMPLIANCE KNOWLEDGE
- ORGANIZATIONAL SKILLS
- CULTURAL SENSITIVITY
- MULTITASKING
- TEAMWORK
- COMMUNICATION SKILLS

SALES and MARKETING EXECUTIVE

JG Distribution Food Products Inc.
Binondo, Manila. Philippines

2019 - 2022

KEY ROLES:

- SOCIAL MEDIA SALES
- PROMOTING PRODUCTS
- ENSURING GOOD PRODUCT QUALITY
- MARKETING GOALS
- MARKETING BUDGET
- CUSTOMER SERVICE
- CUSTOMER-RELATIONS
- STRONG CLIENT RELATION
- DEVELOPING RELATION TOWARDS PROSPECT CLIENTS
- PROVIDING SOLUTIONS
- SHARING PROFIT IDEAS
- PRESENTING SALE IDEAS
- B2B COLLABORATIONS

SKILLS:

- PRODUCT KNOWLEDGE
- E-COMMERCE
- NEGOTIATION
- MARKETING
- SALES
- TIME MANAGEMENT
- NETWORKING SKILLS
- COMMUNICATION SKILLS
- CUSTOMER SERVICE SKILLS
- RELATIONSHIP BUILDING
- CONFIDENCE
- PROSPECTING
- PERSUASIVE SKILLS
- COLLABORATION SKILLS

SALES and LOGISTICS EXECUTIVE

Joshua Gummies and Sweet Treats

Tondo, Manila. Philippines

2017 - 2019

KEY ROLES:

- SOCIAL MEDIA SALES
- E-COMMERCE SALES
- PROMOTING PRODUCTS
- CUSTOMER SERVICE
- CUSTOMER-RELATIONS
- STRONG CLIENT RELATION
- DEVELOPING RELATION TOWARDS PROSPECT CLIENTS
- LOGISTICS MANAGEMENT
- FREIGHT MONITORING
- CARGO CHECKING
- FOLLOW UP MONITORING
- STAFF SAFETY
- QUALITY CONTROL

SKILLS:

- PRODUCT KNOWLEDGE
- E-COMMERCE SKILLS
- COMPUTER SKILLS
- NEGOTIATION SKILLS
- LOGISTIC SKILLS
- STORE SALES
- FIELD SALES
- TIME MANAGEMENT
- NETWORKING SKILLS
- COMMUNICATION SKILLS
- CUSTOMER SERVICE SKILLS
- TEAM BUILDING
- LEADERSHIP
- SAFETY HAZZARD
- QUALITY SERVICE

DAIRY FARM WORKER

HIGHLAND FRESH DAIRY FARM

Bagong-taas, Opol. Misamis Oriental

2015 - 2017

KEY ROLES:

- MILKER
- STAFF SAFETY
- QUALITY CONTROL
- HAZZARD ANALYSIS
- HERDER
- FARM DUTIES
- CATTLE SAFETY MONITORING
- MASTITIS PREVENTION
- AILMENT PREVENTION

SKILLS:

- HACCP PRINCIPLE
- QUALITY CONTROL SKILLS
- HAZZARD ANALYSIS SKILLS
- DRIVING SKILLS
- FARMING
- AILMENTS CURING

WORK REFERENCES

Mrs. Regine C. Otero

General Manager
Airbnb Staycation Pasay City.
EMAIL: Regineotero1@gmail.com

Mr. Robert M. Enerio Jr.

Dairy Farm Owner
Bagong-taas, Opol. Mis. Or.
EMAIL: Roberteneriojr22@yahoo.com

Ms, Vanessa Carreon

JG Distribution Proprietor
Binondo, Manila. Philippines
EMAIL: Assenav@gmail.com