



Ms.

MICHELLE CONTANTE

Coordinator / Administrative Assistant



Flat 210, 2nd Floor Dar Al Aman Building no. 12, Al Muraqqabat, Deira Dubai



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mitchiegorgeous2130@gmail.com

PROFILE

I bring forth high-quality organizational skills and a self-motivated drive to achieve excellence. Proven efficiency with an ability to quickly learn and navigate any computer software program or office filling system. Eager and ready to leverage my administrative skills and to best serve your office.

EXPERIENCES

COORDINATOR / ADMINISTRATIVE ASSISTANT

Sheraton Grande Doha Resort & Convention Hotel || Qatar || June 2020 – Nov 2023

- Transmit information or documents using computer, mail, facsimile machine.
- Prepare letters, memos, spreadsheets, or presentation software, weekly roster and monthly time sheet.
- Maintain confidentiality if proprietary information and protect company assets.
- Protect and privacy and security of guests and associates.
- Actively listen and respond positively to guest inquiries, concerns and requests to resolve issues, delight and build trust.
- Perform other reasonable job duties as requested by the Director and manager and other members of the team.

HOUSEKEEPER

Sheraton Grande Doha Resort & Convention Hotel || Qatar || Sept 2019 – April 2020

STEWARDESS

Realship Yacht Rentals Corp. || Philippines || Jan 2017 – Feb 2018

HOUSEKEEPING ATTENDANT

Richmonde Hotel || Philippines || Oct 2015 – Oct 2016

EXECUTIVE SECRETARY

Megaworld Corp || Philippines || Jan 2015 – Aug 2015

OFFICER IN CHARGE (OIC)

Megaworld Corp. || Philippines || May 2013 – Jan 2015

ADMINISTRATIVE ASSISTANT

Megaworld Corp. || Philippines || Aug 2012 – May 2013

HR RECEPTIONIST

Jollibee Foods Corp. – Searchers & Staffers || Philippines || Nov 2011 – May 2012

EDUCATION

FOREIGN SERVICE || University of Manila || Philippines
2006-2010

Graduated with a full scholarship for 4th Years.

SKILLS

- Adaptability
- Ability to Multitask
- Computer skills
- Customer Service

CERTIFICATES

SERVICE EXCELLENCE TRAINING

Marriott International

February 2022

FIRST AID & BASIC LIFE SUPPORT WITH AED

Inspire Management Training Center

September 2021

GLOBAL SECURITY CCTV

Marriott International

September 2021

EXPERIENCES

TEAM LEADER – TELEPHONE OPERATOR

Jollibee Foods Corp. – Searchers & Staffers || Philippines || July 2010 –
Nov 2011

REFERENCES

MR. SANTIAGO “PETER” R. MENEZES

Former Loss Prevention Manager

menezespeter@yahoo.com

+91 8087326910

MR. JOHN MBUTI WANJIRU

Loss Prevention Officer

John.Wanjir@sheraton.com

+974 55862170