

# NEWELL G. ANTONIO



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## OBJECTIVE

To obtain a position in the field wherein the application of my skills and critical thinking and leadership abilities. To acquire the upmost knowledge that will enhance my ability to work in any field apart from my profession

## QUALIFICATIONS

Dynamic and highly motivated. With more than four (4) years of academic and hand-on experience in the hospitality industry and having a proven success as result in the Business and Management field.

## EXPERIENCE

### OPERATON ASSISTANCE

#### PHOENIX ONE TOURISM LLC

*September 2022 - Present*

- Sending ticket
- Solving Customer Complain
- Costing price through system

### FOOD AND BEVERAGE ATTENDANT

#### STUDIO ONE HOTEL

*April 2022 - September 2022*

- Maintain customer service
- Identify customer needs
- Maintain relationship from customer
- Handle customer complaints
- Maximize sales revenue
- Can work under pressure
- Control of expense
- Handling billing procedure

### FOOD AND BEVERAGE ATTENDANT

#### HOLIDAY INN EXPRESS

*September 2019 - March 2022*

- Customer service
- Preparing FMC
- Posting in micros
- Preparing of BEO

### ADMIN NEW ACCOUNTS / COLLECTOR

#### ZAMBALES RURAL BANK INC.

*November 2014 to August 2019*

- Printing of reports for daily basis
- Opening of accounts
- Explaining bank products to customers
- Microsoft Excel preparations
- Answering enquiries through phone calls and emails
- Sorting of client information through ledger
- Collecting savings/funds from clients
- Managing of bills payments
- Checking and verification of bank properties and assets
- Marketing of bank properties and assets

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## SKILLS

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- Can work under pressure with minimal supervision
- Coping with deadlines
- Strategic thinking
- Finding trends
- Multitasking
- Time Management

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## PROCEDURAL SKILLS

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- Managing financial decisions
  - Collaboration with co-workers
  - Giving customers the best satisfaction
  - Preparing what-if situations
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## EDUCATION

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### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT**

New Era University  
Pampanga, Philippines  
School Year 2010 to 2014

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## SEMINARS ATTENDED

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ASEAN Integration Focused on Human Resource Department  
Pampanga, Philippines (Year 2017 to 2018)

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## PERSONAL INFORMATION

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Birthday : 2 October 1993  
Citizenship : Filipino  
Passport Number : P7151121A  
Visa Status : Resident

