

KATELEENE T. DIAZ

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EXECUTIVE SUMMARY

Very hard working and dedicated with excellent communication skills. Organized and driven with the innate ability to stay on task. Uses effective and efficient method of multitasking and portrays a great example of leadership.

TECHNICAL SKILLS AND PERSONAL SKILLS

- Microsoft Office Word
 - Microsoft Office Excel
 - Microsoft Office PowerPoint
 - Excellent written and verbal skills in the Language of English
 - Highly organized and efficient
 - Proven leadership skills and ability to motivate
 - A fast learner
 - Excellent approach to problem solving
 - Multitasking skills
 - Ability to adapt within work environment
 - Customer focus
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ON-THE-JOB TRAINING

- **Tourism Events Organizer, Office clerk**
City Tourism Investment and Promotion Office (April – August 2015)
City of San Fernando, Pampanga, Philippines
 - **Ticketing and tours Agent, Passporting Agent**
MAJEMAH Travel and Tours Corporation (November 2015 – February 2016)
City of San Fernando, Pampanga, Philippines
 - **Airline Ground Handler/Agent**
Clark Airport Support and Services Corporation (February – March 2016)
Clark, Pampanga, Philippines
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ACHIEVEMENTS

Secretariat Head (October 2015)

Events Management Class

Colegio de Sebastian

EDUCATION

Bachelor of Science in Tourism Management (2012 – 2016)

Colegio de Sebastian

San Isidro, San Fernando, Pampanga, Philippines