

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Management, Graduation: May 2024

Major: Management Information Systems |

EXPERIENCE:

NFC Amenity, LLC Philadelphia, PA March 2020 – Present

On-Site Director of Concierge

- Assist residents with their questions and concerns. Connect them with the right person who can assist them.
- Train and supervise concierge.
- Interview promising applicants.
- Use Microsoft Words to do shift reports. List all interactions with guests, delivery personnel, contractors, and residents.
- Create and update excel sheets for residents parking and storage spaces and manual locker log sheet.
- Audit lockers and packages for the building.

Connected Concierge Philadelphia, PA May 2018 – February 2020

Lead Concierge

- Assist residents with their questions and concerns.
- Use Microsoft Words to do shift reports. List all interactions with guests, delivery personnel, contractors, and residents.
- Create and update excel sheets for residents parking and storage spaces and manual locker log sheet.
- Audit lockers and packages for the building.

SKILLS & LANGUAGES:

- Tagalog – Fluent
- Microsoft Office (MS Words, Excel, Powerpoint)
- Customer Service