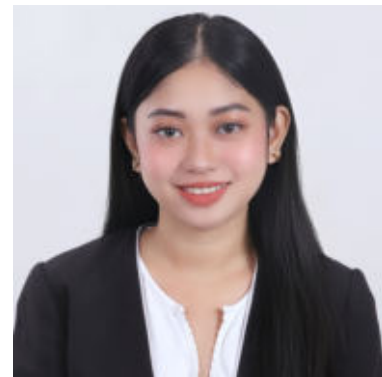





# ALLYZA ERIN M. ARGALLON



 Hi Way 77, St. Anthony Village,  
Talamban, Cebu City,  
 +63 9569145484  
 allyzaargallon@gmail.com

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## OBJECTIVE

Proficient in utilizing reservation systems and adept at handling inquiries with professionalism and efficiency. Eager to contribute strong communication skills and a proactive approach to problem-solving in optimizing booking processes and fostering positive guest relations.

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## EDUCATION

### Secondary

University of Cebu - Banilad  
Campus  
2021-2023

Talamban National High  
School  
2016-2021

### Elementary

San Francisco Central School  
2013 – 2016

Canduman Elementary School  
2009 – 2013

## SKILLS

- Basic computer literacy skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

## EXPERIENCE

### Customer Care Service Representative

Global Empire Corporation  
July 2023 - January 2024

- Managed hotel reservations, ensuring accuracy and timely processing of bookings through various channels.
- Provided personalized service to guests, addressing inquiries, and assisting with special requests to enhance their stay experience.
- Utilized reservation management systems to maintain up-to-date records of room availability, rates, and guest preferences.

## REFERENCE

Rose Velasco  
HR Manager | GEC  
+639958820497

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