

NOEL S. GUMATAY

Address: T3 1102, LIGHT RESIDENCES, BARANGKA ILAYA,
MANDALUYONG CITY, PHILIPPINES

Email Address: nsg_2016@yahoo.com

Mobile No. +639759009282



OBJECTIVES

To obtain a responsible position and a challenging role in a progressive company that would enhance and utilized my knowledge abilities through continuous learning for the growth of the company.

QUALIFICATIONS

- A man with Integrity, Honest, Open minded, Good rapport, Optimistic, Hardworking.
- Keen to work on flexible shifts and Self- motivated.
- Highly Trainable and keen to learn new skills and with ability to adapt changes.
- Excellent organizational and time management skills.
- Excellent proactive attitude towards work.
- Excellent record of dependability and reliability.
- Proficient in the English language.
- Collaborate easily with co-workers and work well independently.
- Committed to providing total quality work.

SKILLS

- Full knowledge of Microsoft Word, PowerPoint and Excel.
- Knows how to operate a computer's basic and intermediate operations.
- Can speak basic French, Arabic, Thai and Mandarin
- Can sing, dance, act and cook.
- Can do some Indoor and Outdoor Sports.

EDUCATIONAL ATTAINMENT

- **Bachelor of Secondary Education (Major in English)**
Northern Iloilo State University
Class 2014
- **Bachelor of Science in Business Administration (Major in Business Management)**
Lyceum University of the Philippines
Class 2010
- **Baybay National High School**
Baybay City, Leyte
Class 2007
- **Kilim Elementary School**
Brgy.Kilim, Baybay City, Leyte
Class 2003

PERSONAL INFORMATION

Birth Date	: December 7, 1986
Place of Birth	: Baybay City, Leyte
Weight	: 79 kilos
Height	: 5' 6
Civil Status	: Single
Sex	: Male
Nationality	: Filipino
Religious Affiliation	: Roman Catholic
Fathers' Name	: Samuel R. Cala
Occupation	: Business Man
Mothers' Name	: Lucrecia G. Esco
Occupation	: House Manager
Languages Spoken or Written	: English, Arabic, Bisaya, Hiligaynon and Tagalog

Person to be contact in case of emergency: Jekko Garzon - 09563167558

TRAININGS/SEMINARS

- | | |
|--|-----------------------|
| • Basic Training (BT) | January 31, 2022-2027 |
| • Safety Training For Personnel Providing Direct Service to Passengers in Passengers Spaces | February 1, 2022 |
| • Passenger Ship Crowd Management Training | February 2, 2022 |
| • Passenger Ship Crisis Management And Human Behaviour Training | February 4, 2022 |
| • Teaching English to Speakers of Other Languages (TESOL) | June 01, 2020 |
| • Teaching English as a Foreign Language (TEFL) | November 5, 2017 |
| • Continuing Professional Development (CPD) For Real Estate Makati City | August 19, 2018 |
| • Pre-Mancom Planning Workshop
Mobo Masbate City | February 17, 2015 |
| • Orientation Conference to Private Schools
Division Office, Masbate City Philippines | November 25, 2014 |
| • Third Regional Education Summit
LCC Concourse, Legazpi City | August 29, 2014 |
| • On The Job Training
Ajuy National High School, Ajuy Iloilo, Philippines | March 27, 2014 |
| • 1 st YES Congress (Young Environmentalists Society)
NIPSC Barotac Viejo Campus
Barotac Viejo, Iloilo, Philippines | March 18, 2014 |
| • Philippine Association for Teacher Education (PAFTE)
Punta Villa Resort, Iloilo City, Philippines | February 8, 2014 |
| • Seminar-Workshop on the K to 12 Curriculum
West Visayas State University Iloilo, Philippines | July 13, 2013 |

AWARDS / CERTIFICATIONS

- Basic Training (BT) January 31, 2022-2027
- Safety Training For Personnel Providing Direct Service to Passengers in Passengers Spaces February 1, 2022
- Passenger Ship Crowd Management Training February 2, 2022
- Passenger Ship Crisis Management And Human Behaviour Training February 4, 2022
- Teaching English to Speakers of Other Languages (TESOL) June 01, 2020
- Teaching English to Speakers of Other Languages (TESOL) & Teaching English as a Foreign Language (TEFL) November 5, 2017
- College Performing Arts Excellence Award March 28, 2014
- Performing Arts Award March 27, 2014
- Leadership Award March 27, 2014
- Service Award March 27, 2014
- Citation of Merit-Editorial Assistant March 27, 2014
- Second Place Logo Making Contest March 18, 2014
- Academic Award April 10, 2013
- Performing Arts Award April 10, 2013
- Leadership Awards April 10, 2013
- Performing Arts Award March 27, 2012
- Leadership Award March 27, 2012
- Service Award March 27, 2012
- Performing Arts Award March 29, 2011

EMPLOYMENT RECORD

August 15, 2016 – September 20, 2022

- 6 Years and 2 Months

Shangri La Hotel Resorts and Properties

7248 Malugay St. Makati City

International Account Manager

Job Description

- Managers may typically be required to perform tasks like administrative duties.
- Organizing employee schedules, monitoring and evaluating employee performance and leading team members.
- Responsible for collaborating and developing improvement plans, monitoring progress and delegating employee assignments.
- Managing small project teams to develop, execute and complete assignments.
- Organizing team roles and evaluating employee performance.
- Documenting operational tasks and reporting to upper-level management.
- Performing employee reviews and assessments.
- Assist with new employee onboarding and training programs.
- Designing and implementing strategic sales plan to reach the 30M quota per month.
- Responsible for motivating and advising teams composed of 5-12 Property Consultants
- Hiring and training new sales agents and set their objectives through effective planning.
- Managing recruitment, objectives setting, coaching and performance monitoring of sales per Team group and make sure that all sales agents deliver their quotas.
- Focus more on Digital marketing for both Vertical and Horizontal projects.
- Making sure that Weekly Target and Quota is delivered.
- Travel for international Road show and Rainmaker.
- Assign qualified sales agent to do the roadshows local and abroad.
- Conducting Weekly Meetings regarding daily activities and production per team.
- Conducting Quarterly Sales planning for all Projects.

June 2, 2014 – July 12, 2016

- 2 Years and 1 Month

Masbate Christian Academy Inc.

Del Pilar St. Poblacion, Mandaon, Masbate

Teacher In-Charge (TIC)

Job Description

- Enforce administration and school-wide policies
- Set classroom rules and expectations
- Discipline students (according to school policy) when necessary
- Be active in the school community and events
- Participate in teaching training sessions and stay up to date with current teaching methods, practices and any new knowledge in your field
- Report to school board committees
- Set up and lead teacher/parent student-assessment conferences

August 3, 2013 – March 26, 2014

- 6 Months

Ajuy National High School

Poblacion, Ajuy Iloilo

Teacher

Job Description

- Moulding a hunger for knowledge among students and engage them to learn
- Encourage curiosity and continued improvement
- Help set goals for students and work with the class to help them attain these goals
- Keep an organized and orderly classroom that promotes creativity and learning
- Plan curriculum for the school year
- Create and prepare daily lesson plans for appropriate age and learning skill level, making adjustments when needed.

CHARACTER REFERENCES

Atty. Cecilia C. Zamora
+639610231925

School Administrator
Masbate Christian Academy


Dr. Cirilo C. Deocariza, DRDev.
+639283484241

College Administrator III
Main Campus

Michael Chan
+639995798802

Shang Properties International
International Sales Director

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


Noel S. Gumatay
Applicant's Signature