



SHERRY LEE C. BOTECARIO



+63 9567933352/ +639 317617210



sherryleebotecario@gmail.com



Real. Street Poblacion District 1
Macarthur, Leyte, 6509

Objective

To pursue an experience where I will be able to utilize my life's experiences as well as my interpersonal skills, to not only allow myself to grow personally and professionally but to firmly contribute towards achievement and values of the company I work for.

Experience

Hyperseven Corporation- One Quiapo Hotel (Sept. 2015-Sept. 2016)

Receptionist/ Front Desk Officer

Responsible with the daily transaction with the guest. Welcoming the guest. Responsible with the check-in and check-out. Assisting the guest or the visitors and provide information regarding products and services. Answers inquiries regarding services and room availabilities. Answers telephone calls and transfer calls to appropriate person.

Hyperseven Corporation- One Quiapo Hotel (Sept. 2016- Dec. 2019)

Admin Staff

Responsible of the hotel's daily operation and its employee. Checking and reporting of hotel's daily sales. Handling guest's complains. Dealing with the contractors and suppliers. Assisting the receptionist for its daily transactions. Responsible in answering emails and potential suppliers. Coordinating with the directors everyday.

Department of Education - F.C. Baranda Elementary School (April 2024- Present)

Administrative Support Staff

Preparing basic reportorial requirements (DepEd Forms & Financial Reports). Handling School Head and Teaching Staff concerns. Preparing basic correspondence.

Education

2021- 2022

Abuyog Community College

Professional Education, Major in Social Science

2011- 2015

Visayas State University

Degree in Bachelor of Science in Hotel, Restaurant, and Tourism Management

2007- 2011

Macarthur National High School

Secondary Education

2001- 2007

Macarthur Central School

Primary Education

Personal Information

Date of Birthday: June 19, 1994

Religion: Roman Catholic

Weight: 52 kls

Height: 5'2

Citizenship: Filipino

Language: English, Tagalog, Waray, Cebuano

Reference

Mrs. Ma. Victoria E. Mundala

Macarthur, Leyte

+639 186551211

Mrs. Jincy B. Bantilles, CPA

Tacloban City

+639 985375456

Mrs. Rhea Luz T. Adonis- Principal 1

Macarthur Leyte

+639 190056225