

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

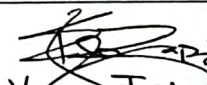
- Duration: August 17, 2015 – August 30, 2017
- Position: Customer Service Representative
- Name of Office/Unit: Sales Support Department
- Immediate Supervisor: Mary Anne Reyes
- Name of Agency/Organization and Location: ETON Properties Philippines, Inc.
- List of Accomplishments and Contributions (if any)
 - Assigned to handle office supplies for both Phone and Email team as well as handling attendance sheet and updating in the system to be endorse to the Human Resource
- Summary of Actual Duties
 - To handle both email and phone calls in assisting owners to any concerns relating to their properties such as Contracts, Payments, Titles and Profiles.

- Duration: February 17, 2019 – February 6, 2022
- Position: Telephone Operator / Communication Supervisor
- Name of Office/Unit: Front Office Department
- Immediate Supervisor: Fatima Yalung
- Name of Agency/Organization and Location: Grosvenor House in Dubai, United Arab Emirates
- List of Accomplishments and Contributions (if any)
 - Promoted from Telephone Operator to Communication Supervisor from March 1, 2021 until February 6, 2022
- Summary of Actual Duties
 - Responsible in supervising my subordinates in making sure that all concerns are properly address and standards are being followed at all times, making and generating daily reports based on the hotel standing, conducting day to day briefing for any updates happening in the hotel and making weekly topics to be discuss and reassessment to the entire team on the important matters in addressing causes that would improve the flow of operation.

- Duration: July 22, 2022 – December 16, 2022
- Position: Senior Title Release Specialist
- Name of Office/Unit: Customer Experience and Services Group
- Immediate Supervisor: Sharina Ann Avendaño
- Name of Agency/Organization and Location: Megaworld Corporation
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - To release or Delivery Condominium Certificate of Title to all unit owners with clean accounts, To address all concerns about its status and payments and/or pending cases, if any and to handle all payment concerns.

- Duration: September 18, 2023 – February 29, 2024
- Position: Administrative Assistant I
- Name of Office/Unit: Department of Social Welfare and Development / Crisis Intervention Unit
- Immediate Supervisor: Raquel Bateo
- Name of Agency/Organization and Location: Department of Social Welfare and Development
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assess, Encode, Interview and Release cash assistance to any crisis situations;
 - Prepare and facilitate payment to service providers for the assistance provided to clients such as hospital, funerals, schools, pharmacy, etc;
 - Maintain records both soft and hard copies, Filing and Monitoring incoming and outgoing documents

- Duration: March 4, 2024 – Present
- Position: Tourism Operations Officer I
- Name of Office/Unit: Tourism Development Policy
- Immediate Supervisor: Claire T. Pumanes
- Name of Agency/Organization and Location: Department of Tourism Region VIII
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Coordination with LGUs for any Tourism related activities and events
 - Updating of Directory, Calendar of Activities
 - Facilitate pre and post documentation and coordination with DOT accredited companies such as Van Rental, Food Catering, Accommodation for any DOT initiated event
 - Site Inspection and Post Report


Elicia Van Isadora C. Lajera
(Signature over Printed Name
of Employee/Applicant)
Date: July 3, 2024