

YLIZIAH JELL C. FELIPE

Brgy. Pagsang-an Abuyog, Leyte | +639268968741 | yliziahjell@gmail.com



SUMMARY

Detail-oriented and proactive individual, aiming to support university operations through efficient administrative assistance, and service-oriented communication that enhances stakeholder experience.

EDUCATION

Visayas State University

Bachelor of Science in Tourism Management

Visca, Baybay City, Leyte

August 2018–present

- College Honor (1st semester, A.Y. 2018-2019)

Abuyog Academy Inc.

Humanities and Social Sciences Academic Track

Real St., Bito, Abuyog, Leyte

June 2017–April 2018

- With High Honors

WORK EXPERIENCE

Boldr PH, Inc.

Customer Sales Advocate

Marasbaras, Tacloban City

October 29–December 8, 2024

- Regularly contributed to daily sales conversions through effective client engagement, communication, attention to detail, and task ownership.
- Maintained accurate documentation of client interactions and sales activities.

INTERNSHIP EXPERIENCE

Rajah Travel Corporation – Travel Academy

Virtual Intern (600 hrs.)

Sen. Gil Puyat Ave. Makati City

March–May, 2022

- Developed sales presentations for partner travel brands to enhance visibility and customer engagement; analyzed traveler profiles and created checklists to ensure smooth travel experiences.
- Created an event plan to any of Rajah's partner brands, applying the 7ps of marketing and attention to detail to strengthen brand presence.
- Used Microsoft Excel to create pivot tables for organizing data and analyzing travel trends.

LEADERSHIPS AND ACTIVITIES

Sangguniang Kabataan Pagsang-an Council

SK Kagawad

Brgy. Pagsang-an Abuyog, Leyte

June 2018–November 2023

- Collaborated with the SK Chairman to plan and execute youth-focused seminars and activities.
- Spearheaded cultural and sport activities, strengthening community identity, teamwork, and healthy competition among youth.

TORAH Organization

Secretary

VSU, Visca, Baybay City, Leyte

August 2019–July 2022

- Entrusted with the preparation of all necessary permits, ensuring compliance with regulations prior to the execution of planned activities.
- Prepared and submitted timely compliance reports to the university student services office, upholding organizational accountability and transparency.

ADDITIONAL INFORMATION

- **Technical Skills:** Computer Literacy, Proficient in Microsoft Office, and Canva
- **Soft Skills:** Good communication skills, Problem-solving skills, Adaptability and Attention to detail
- **Languages:** English and Filipino