

ALTHEA SOPHIA D. TIGAS

Sultan 3 New Commercial Road Muwaileh Sharjah

Email: tigasaltheasophia@gmail.com

971581386938

I have researched and learned a great deal about your organization's mission and I am confident that my background and attributes will bring further support of your company's values.

Here's a snapshot of what I have to offer:

Being highly attentive to detail, I strive for accuracy and consistency in my daily individual performance, team contributions, and task completion. Further, I offer customer service, communication and scheduling flexibility. I aim to contribute Adaptability and Problem-solving to support continuous improvement.

I look forward to speaking with you about my academic and professional background. I am certain that my decision-making and work ethic strengths will bring an invaluable new facet to your existing team. I would like to schedule an interview to learn additional details of the position and explore the contributions I can bring to positively impact to your Company's success.

Sincerely,



Althea Sophia D. Tigas

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☎ +971581386938
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CAREER OVERVIEW

A reliable and highly motivated individual looking forward to an entry-level position to kick start my career. I am adaptable and a quick learner. I can assure you of my professional and personal growth because I have what it takes to forge a successful path for both the company and my future.

EDUCATION

Bachelor of Science in Tourism Management
Bulacan State University | 2019 - 2023

Dean's Lister (2021 & 2023)
President's Lister (2022)
Magna Cum Laude

SKILLS

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

EXPERIENCE

OJT Trainee - Cargo Department

Cebu Pacific Air | January - March 2023

- Checking and updating employees training history
- Making appraisal document for employee's regularization
- Helping customer in cargo acceptance in filling out their form for cargo booking
- Weight cargo box for delivery

OJT Trainee - Operation Department

Cebu Pacific Air | March- May 2023

- Putting bag tag on customer's luggage
- Assisting passenger to check-in via Cebu Pacific Kiosk
- Doing last and final call for check-in and boarding
- Doing round check in aircraft for missing passengers
- Listing time of first and last bag in arrival
- Providing information and assistance to passengers
- Scanning their boarding pass / QR Code for boarding

REFERENCE

Ms. Jazel C. Labayen

Supervisor | Hekaya Trading

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