

# ALTHEA A. ABLAZA

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## CAREER OBJECTIVE

To fulfill a position in a company that will develop my skills and knowledge and be an effective team player in the workplace.

## EDUCATIONAL BACKGROUND

### Canadian Tourism and Hospitality Institute

2022 – 2023

Diploma in Travel and Tourism

2/F Paragon Plaza EDSA corner Reliance St. Mandaluyong City

- With Distinction

### General de Jesus College

2016 – 2022

Poblacion, San Isidro, Nueva Ecija

- With High Honor (Senior High School)
- With Honor (Junior High School)

### Cabiao Central School

2010 – 2016

Maligaya, Cabiao, Nueva Ecija

## SEMINARS/TRAINING

- **Webinar on Mental Hygiene Session 1** October 14, 2021  
Zoom Meeting, General de Jesus College
- **Webinar on Safety and Security During Pandemic** October 29, 2021  
Zoom Meeting, General de Jesus College
- **Webinar about Financial Management** February 28, 2022  
Zoom Meeting, General de Jesus College
- **Webinar about Travel Management and Operation** June 26-29, 2023  
Zoom Meeting, Canadian Tourism and Hospitality Institute

## EXPERIENCE

- **Sales Department Intern - Oman Air**

**November 13, 2022 - January 19, 2024**

10F AIA Tower, Paseo de Roxas, Makati City

- Assisted in handling office documentation, filing, and correspondence.
- Organize and maintain physical and digital files and records.
- Provided customer support and handled incoming, outgoing phone calls and emails, addressing inquiries efficiently.
- Booking and reservations: Arrange flights, hotels, and other travel services based on client preferences and budgets.
- Ensure a clean, organized, and welcoming reception area

## SKILLS

- Have basic skills in MS Office applications (Microsoft Word and Powerpoint)
- Adaptability
- Time-management
- Good Team Player
- Active Listener
- Self Motivated

## CHARACTER REFERENCES

Paula Grace Samonte  
School Administrator/Lecture  
Canadian Tourism Hospitality Institute  
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