

Giselle Angela M. Cabutaje

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425 Gen. Elias Topacio St.

Imus City, Cavite

Philippines



Dedicated Administrative Assistant and Client Relationship Support for 5 years. Skilled in systems like SAP (System Applications and Products), and Global Distribution System like Sabre, Apollo/Galileo, Amadeus and Worldspan. With greater experience in Microsoft Office Word, Excel, PowerPoint. Growth oriented and knowledgeable in providing friendly customer service to clients and fellow professionals.

Work Description

Intercontinental Hotels Group
GDS Process Support Coordinator

July 2019 – January 2021

- Maintained the Parity of Reservation information between Global Distribution System and Guest Reservation System which resulted to clarity of reservation by clients.
- Hotel Reservations thru email were manually entered in the system that gave Guest a room to their requested dates.
- Conducted rate audits for new and existing hotels that resulted in aligning the data between the accounts and the hotel which also gave clarity to two parties.
- Made a proposal of Audit Form that will help our team to refine the procedure in the future.

SM Engineering Design & Development Corp.
Admin. Assistant

Sept 2016 – June 2019

- Processed the documents and billings of our group that helped the Contractors and Suppliers get paid.
- Managed the important documents that resulted of on-time project development on site.
- Assisted the Project-in-Charge which helped them completed their tasks.
- Provided possible solutions to Contractors, Suppliers and Project-in-Charge that resulted in solving their concerns.
- Gave feedbacks to Contractors, Suppliers and Project-in-Charge in their queries which helped them gain more knowledge in the process of the company.

- Learned the thorough checking of the documents and updated the client's information which avoided the confusion when the files are needed.
- Made monthly inventory of their files and sorted the new ones wherein it helped us in checking the needed information.
- Discovered how to properly assist the clients when tasked to assist in property turn-over which made me realize the importance of handling their concerns.
- Learned the needs in inspection of condo units that thought me how thoroughly things needed to be done.

Education

Bachelor of Science in Office Administration
Cavite State University-Imus Campus
Cavite Civic Center, Palico IV, Imus City

March 2016

**Trainings &
Workshops**

Basic Graphic Design
Lejit Online Virtual Assistance Academy
Thru Online

October 2020

Strategic Thinking
Harvard Manage Mentor
Thru Online

April 2020

Fired Up, Ready to go!
World Stage (Coach Cherry Africa)
Microtel, Pasay City

March 2019