



Hazel Mae L. Buendia

+639477223576 | hazel_721992@yahoo.com | skype: hazel.buendia02

Blk 37 Lot 17 San Lorenzo Village, Puan, Davao City, Philippines

PERSONAL STATEMENT

A professional, friendly, and courteous graduate, who has a track record of getting tasks/projects done on time and to the highest standards. Hazel is someone who takes great pride in her work, and who as a self-motivated team player can take responsibility for delivering to tight deadlines. She has a wide range of valuable transferable skills gained through study, volunteering and sports that can be used across various job roles and functions. One of her strongest competencies is her ability to manage several projects at the same time, this coupled with her superb communication skills, makes her an ideal candidate for your position. Right now, she is looking for a suitable position with an employer who cares strongly about the personal and professional development of their employees and who has ongoing programs designed to nurture, develop and promote individuals to their maximum potential.

Leadership

Project management
Team player
Planning & Organizing
Budget control
Commercially minded
Decision making

Personal

Natural communicator
Smart appearance
Articulate
Customer service skills
Networking skills
Oral communication

Dynamic

Energy and drive
Result oriented
Highly motivated
Influencing skills
Motivating others
Multi-tasking

Smart

Innovative & creative
Information retrieval
Highly numerate
Mature outlook
Drawing conclusions
Quick thinker

EXPERIENCE

Virtual Assistant, Sidekick Academy, Philippines

August 2021 -March 2023

Resident Musician, Movenpick Resort, Maldives

February 2021 - August 2021

Virtual Assistant, Outsourced Doers, Philippines

September 2020 - November 2020

ESL Teacher 51Talk, Philippines

Aug 2020 - November 2020

Coordinator, JA The Resort, Dubai, UAE

June 2018 - Feb 2021

Resident Hotel Singer, Oblu Helengeli, Maldives

June 2017 - May 2018

Resident Singer, Caesar Italian Restaurant, China

November 2016 - June 2017

Bank Teller, Eastwest Bank, Davao, Philippines

February 2016 - May 2016

Resident Hotel Singer, JA Manafaru, Maldives

Nov 2013 - April 2015

Hotel Singer, The Marco Polo Hotel, Davao, Phil

April 2013 - Oct 2013

Lounge Singer, PAGCOR Casino Filipino, Davao

Oct 2012 - Oct 2013

Lobby Singer, The Grand Regal Hotel, Davao

Jan 2013 - July 2013

Lobby Singer, The Royal Mandaya Hotel, Davao

June 2008-Oct 2013

EDUCATION

University of Southeastern Philippines	2008-2013
Degree Holder, Bachelor of Science in Computer Science Congressman Nograles Scholar	
Davao City Special National High School (SPED Bangkal)	2004-2008
Graduated with Special Awards (Gloria Macapagal Arroyo Outstanding Award for the Arts and Leadership Award).	
San Lorenzo Elementary School	1998-2004
Class Salutatorian	
Jose P. Laurel Elem School (Kindergarten)	1997-1998
Class Salutatorian	

TRANSFERABLE SKILLS ACQUIRED WHILST STUDYING

- Can act as the first point of contact on the telephone or face to face, for customers, visitors and other professionals.
- Ability to undertake focused research and to then present results to a variety of audiences.
- Have a good grasp of mathematics and basic statistics.
- Breaking down complex data and identifying the key information using logical arguments.
- Superb marketing skills, able to secure new contracts and relationships through proactive business development.
- Adjusting work assignments or schedules in order to change priorities and circumstances.
- Highly organized and able to plan ahead and prioritize.
- Creating and implementing new administrative systems, such as record management.

CHARACTER REFERENCES:

Kyra Bommelje	Omkar Ravi	Jorge Amaro	Araceli D. Artiaga
Cluster Director of Food and Beverage	Cluster Manager Human Resources Manager	General Manager	Service Manager
JA The Resort Dubai, United Arab Emirates	Sun Aqua Vilu Reef & Iru Veli Maldives	Oblu Sangeli by Atmosphere Sangeli, Maldives	Eastwest Bank, Philippines +63 9566911610
+971 545815056	+91 9908879555	+351 915633508	