

MA. DELA PAZ T. CANO

Blk 7 Lot 22 Meridian Ave. Phase 2, South Meridian Homes, Salitran 4, Dasmariñas City, Cavite

Contact Number: 0924 109 3701

Email Address: iehm.cano7@gmail.com

WORK EXPERIENCE

IMC Health Inc.

Junior – Clinical Meetings Specialist

March 2024 – Present

- Managing hotel bookings, vehicle services, restaurant, and events of the group guests.
- Assisting with the check-in and registration desks, logistical question regarding the event.
- Processing of activity per medical representative by providing all the documents needed during and after the activity.
- Processing and Monitoring of delivery for tokens/kits
- Processing of payments of the speaker per activity.

Professional Insights Marketing Services

Senior - Clinical Meetings Specialist

February 2021-February 2024

- Managing hotel bookings, vehicle services, restaurant, and events of the group guests.
- Assisting with the check-in and registration desks, logistical question regarding the event.
- Processing of activity per medical representative by providing all the documents needed during and after the activity.
- Processing and Monitoring of delivery for tokens/kits
- Processing of payments of the speaker per activity.

Friendship Tours & Resorts Corporation

Reservation Assistant

March 2015-March 2020

- Managing hotel bookings, vehicle services, restaurant, and activities of the group guests.
 - Arrangement of various packages and amenities of each guest.
 - Managing reservation calls increase bookings by maintaining strong knowledge of resort/hotel products, services, and facilities.
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EDUCATIONAL ATTAINMENT

Bachelor of Science in Tourism Management

De La Salle University – Dasmariñas

2011-2014

Bachelor of Science in Tourism Management

PATTS College of Aeronautics

2010-2011

PERSONAL INFORMATION

BIRTHDATE: September 30, 1993
BIRTH PLACE: Sta. Cruz Manila, Philippines
AGE: 32
CITIZENSHIP: Filipino
RELIGION: Roman Catholic
HEIGHT: 5'2"

TRAININGS AND CERTIFICATES

- **Magsaysay Training Center**
Basic Training (**Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility**)
October 2014
 - **Abacus**
Abacus Functionalities for Tourism Students
September-October 201
 - **Amadeus**
Amadeus E-Learning – Reservation Essentials
March 2014
 - **Astoria Plaza Hotel**
Food and Beverage Service and Introduction to Culinary
September 2012
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CHARACTER REFERENCES

Mr. Angel Eleazer Bravo
IMCHealth – Clinical Meetings Specialist - Supervisor (Wyeth Philippines)
09611072941

Ms. Rosemarie Madrid
IMCHealth – Clinical Meeting Specialist (Wyeth Philippines)
09950888721
