

Chenny Donado

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PROFILE

Dedicated and detail-oriented BS Office Administration graduate with relevant internship experience in sales and office support functions. Skilled in document handling, record management, communication, and administrative tasks, with a strong willingness to learn and contribute effectively

EDUCATION

DATAMEX COLLEGE OF SAINT ADELINE Gotaco Bldg 2, 32 MacArthur Highway, Valenzuela, 1440 Metro Manila
Bachelor of Science in Office Administration Aug 2025 - April 2026

WORK EXPERIENCE

Swiss-Belhotel Blulane
Sales Intern

609 Tomas Mapua St, Santa Cruz, Manila, Metro Manila
Jun 2025 - Aug 2025

- Assisted customers with inquiries and concerns, providing timely support that helped improve guest satisfaction and service experience.
- Encoded customer food orders and expense records accurately, ensuring organized and error-free documentation for daily operations.
- Organized and filed documents and folders efficiently, improving accessibility and maintaining accurate records for the team.
- Supported the sales and operations team with administrative tasks, contributing to smooth and efficient hotel operations.
- Maintained accurate customer and transaction records, helping ensure reliable reporting and proper data management.

SKILL

- Technical skill : Data Entry
- Soft skill : Teamwork, Organization skills, Time Management, Customer Service, Adaptability, Multitasking
- Language : English (Proficient), Tagalog (Native)