



MICAH JOCELLE PAAS

ABOUT

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

PROFESSIONAL SKILLS

MS office
Front desk Asst.
Event/Travel Planning
Customer Services
Marketing Strategy
Hospitality management
Photo editing
Bible Teaching
Teaching

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

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SOCIAL

IG: @itsmicahjocelle
itsmicahjocelle.wordpress.com

WORK EXPERIENCE

OFFICE ASSISTANT

Metro World Child Foundation, Inc. | July 2015 - Present

- Managed emails
- Receive correspondence from International offices
- Collect and compile forms
- Coordinate with partner churches

ACTUAL SHIPBOARD TRAINING

2GO GROUP, INC. | AUGUST 15, 2014

- Front office training
 - Back of the house assistant
 - Housekeeping Training
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EDUCATION

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT
LYCEUM OF ALABANG | 2013 - 2015
GPA

BCONTACT CENTER TRAINING

GLOBAL REACH TECHNICAL INSTITUTE | 2012

SEMINARS AND TRAININGS

MINISTRY FOUNDATION TRAINING
CCT TRAINING AND RETREAT CENTER | MAY 24, 2014

EVERYDAY COMMISSION TRAINING
JESUS THE GOOD SHEPHERD CHURCH OF MUNTINLUPA |
MARCH 22, 2014

INTERNATIONAL CUISINE DEMO AND SEMINAR
UNCLE CHEFFY | JANUARY 31, 2014

QUANTITY FOOD PRODUCTION SEMINAR
LYCEUM OF ALABANG. | SEPTEMBER 20, 2013

COOKING AND BARTENDING WORKSHOP
ESTRELLAS DE MENDOZA | SEPTEMBER 13, 2013

MIXOLOGY AND BARTENDING SEMINAR
LYCEUM OF ALABANG. | SEPTEMBER 2, 2013

AWARDS

HOUSEKEEPING NATIONAL CERTIFICATE II
Technical Education and Skills Development Authority | OCTOBER 28, 2010

COMMERCIAL COOKING NATIONAL CERTIFICATE II
Technical Education and Skills Development Authority | AUGUST 5, 2011
