

MARIBETH PAISTE

Marimacaraeg20@gmail.com
672-377-3513
Vancouver, BC

Highly motivated Bachelor of Hospitality Management student with robust experience in customer service, administrative support, and assistant management roles. Possesses a solid foundation in hospitality operations complemented by practical expertise in delivering exceptional customer service and managing administrative functions. Demonstrated ability to efficiently handle administrative tasks, coordinate operations, and support team performance. Adept at problem-solving, multitasking, and fostering positive customer interactions. Proven track record of enhancing operational efficiency and contributing to team success through effective communication and leadership skills. Eager to leverage a blend of academic knowledge and hands-on experience to drive excellence in a dynamic hospitality environment.

Organization

Team Player

Attention to Detail

Effective Communication

Leadership

Problem Solving

WORK EXPERIENCE

Administration Clerk | Solely Construction Pte Ltd | Singapore

May 2016 - November 2020

- Partnered with Town Councils and residents to provide essential assistance and support, addressing concerns and fostering positive relationships within the community.
- Scheduled and managed responses to leakage issues, coordinating with relevant teams to ensure prompt and efficient resolution of incidents.
- Conducted thorough pre-condition assessments to evaluate project requirements and identify potential challenges before initiating construction work, ensuring that all necessary preparations were in place.
- Compiled and generated comprehensive reports to support effective communication and informed decision-making, highlighting key findings, recommendations, and progress updates.

Assistant Manager | One for All Pte. Ltd | Singapore

October 2010 - June 2014

- Exhibited strong leadership by effectively addressing and resolving customer complaints related to food quality and service, ensuring customer satisfaction and maintaining high service standards.
- Accurately handled financial transactions, including totaling receipts, balancing sales, managing deposits, and securing the facility at the end of each day, ensuring financial accuracy and operational integrity.
- Supervised the cleaning and maintenance of dining areas to uphold rigorous sanitation standards, contributing to a hygienic and welcoming environment for guests.
- Directed, trained, and mentored staff members, fostering a positive work environment and enhancing team performance through clear communication and supportive guidance.
- Efficiently coordinated and organized daily tasks, prioritizing activities to streamline operations and ensure the smooth and effective functioning of the establishment.

EDUCATION

Acsenda School of Management | Vancouver, BC

Bachelor of Hospitality Management

January 2023 - Current

Saint Louis University Baguio City | Philippines

Bachelor of Science in Hospitality and Tourism Management: Major in Hotel, Resort and Restaurant Management

June 2006 - March 2010