



# MIKE CHRISTALYN GUÐDA

📍 DAR MARYAM BARSHA 1, DUBAI

☎ +971 56 793 6876

## CONTACT DETAILS

DAR MARYAM  
AL BARSHA 1, DUBAI  
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## PLACE / DATE OF BIRTH

Philippines  
05.11.1987

NATIONALITY  
Filipino

DRIVING LICENSE  
Category B

## OWN WORK VISA

## SKILLS

- Microsoft Excel
- Basic Css & Html knowledge
- Basic JavaScript
- Creativity
- Communication Skill
- Fast Learner
- Microsoft Office Word
- Microsoft PowerPoint
- Ability to Work in a Team
- Adobe Photoshop
- Computer Skills
- Hard Working
- Microsoft Office
- Baking

## LANGUAGE

- English
- Filipino
- Hiligaynon
- Polish

## WORK EXPERIENCE

### Office Administrator / Receptionist

- Brainynbright, Al Barsha 1 Branch, Dubai
- September 3, 2023 - November 30, 2023

My primary role involves offering administrative support, encompassing tasks such as data entry for student information, filing, and document preparation. These activities contribute significantly to the overall efficiency of office operations. Additionally, I coordinate class schedules to accommodate both students and trainers, ensuring a mutually convenient time for effective learning.

As part of my responsibilities, I manage the front desk area to maintain cleanliness and organization, fostering a welcoming atmosphere for our students and their guardians. This includes answering and directing incoming phone calls, providing information, taking messages, and transferring calls to the appropriate departments. Moreover, I handle incoming and outgoing mail, packages, and courier services, ensuring accurate distribution to the intended recipients.

### Hotel Staff (**Receptionist**, Housekeeper, Kitchen Staff, Dining Server)

- Dombås Hotel, Domaasgrendi 1, 2660 Dombås, Norway
- April 3, 2022 - October 5, 2022

- **Hotel Receptionist** - As a Hotel Receptionist, one of my primary responsibilities will be to warmly welcome and assist all arriving guests with the check-in process, ensuring a seamless and positive experience. Maintain a positive attitude and friendly demeanor. Respond to all guest questions and requests. Answer and forward phone calls. Manage guest bookings and reservations. Keep a tidy and orderly workspace. Assist with administrative and clerical tasks as needed.
- **Housekeeping Staff** - I held the responsibility for maintaining the cleanliness and hygiene standards of hotel rooms, bathrooms, and common areas. This encompassed a comprehensive range of tasks, including thorough scrubbing, mopping and vacuuming, dusting, and meticulous sanitation procedures.
- **Kitchen Staff/Assistant** - I ensured that the food preparation areas are cleaned, sanitized and hygienic. I was responsible for assisting our chefs like: stocking and slicing ingredients, cutting meat into portions and cleaning and sanitizing the kitchen.
- **Dining Server** - My main duties were: Setting tables up with different dispositions as well as clearing, cleaning and sanitizing them up. Welcoming and greeting guests with a warm and big smile and guiding them their reserved tables. Took orders from the guests and served them promptly.

### PRIVATE CONVERSATIONAL ENGLISH TUTOR

- Kluczbork, Poland
- September 2016 - August 2023

As an English tutor and native English speaker, I provide additional assistance to individuals who are struggling with speaking the English language. I help them build their self-esteem and improve their communication skills, enabling them to interact with others confidently.



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## ENGLISH TEACHER

- CJO Euro, Namyslow Poland
  - November 2012 - October 2016

## PART-TIME CONVERSATIONAL ENGLISH TEACHER

- Multi Lingua, Kluczbork Poland
  - November 2013 - 2014

It is my responsibility to equip students with the right tools and skills to ensure that our learning experience produces the desired results for them. Additionally, I aim to create a fun and interactive environment that not only allows students to make mistakes but also helps them meet their goals.

## EXECUTIVE ASSISTANT

- Sky21 Tutorial Language Center Inc.,Bacolod City
  - March 2010 - April 2011
- MGE Cornerstone Security Agency, Bacolod City
  - September 2009 - March 2010
- E & F Pharmaceutical, Bacolod City
  - August 2008 - August 2009

I managed the schedules and communications of CEO. My duties includes prioritizing emails and phone calls, gatherings documents to prepare for meetings and coordinating travel arrangements. I was responsible for reminding the CEO of events on the calendar and perhaps preparing a Powerpoint presentation for the upcoming meetings.

## EDUCATION

BS'C INFORMATION MANAGEMENT  
University of St. La Salle, Bacolod City, Philippines  
June 2004 - March 2008

NEGROS OCCIDENTAL HIGH SCHOOL, BACOLOD CITY  
June 2000 - March 2004

EDUCATION AND TRAINING CENTER SCHOOL - I, BACOLOD CITY  
June 1994 - March 2000

## PRACTICAL

## FILE CLERK

- Land Bank of the Philippines, Bacolod City
  - April 2007 - March 2008

My main duties were to organize and file specific company documents and records, such as invoices, receipts, and forms. I developed an effective document storage and filing system, including the digitization of hard copies of documents.