



JENICA B. SALAZAR

☎ 0962 926 2844 ✉ jenicasalazar11@gmail.com Sto.Cristo, Baliuag, Bulacan
September 25, 2003 Filipino 3006

ABOUT ME

I am hard-working, adaptable, and quick learner eager to take on new challenges that will provide me with valuable hands-on experience and help me grow both personally and professionally.

EDUCATION

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT
Jul 2025 - Graduated

Dalubhasaanng Politekniko ng Lungsod ng Baliwag,
2nd Floor, Bmg Building, Barrera Street Poblacion

HUMANITIES AND SOCIAL SCIENCES
2019-2021 - Graduated

OLM Institute of Science and Technology Inc.,
777 Rizal Street, San Jose, Baliuag, Bulacan

JUNIOR HIGHSCHOOL
2015-2019 - Graduated

Mariano Ponce National High School,
B.S. Aquino Ave. Bagong Nayon, Baliuag, Bulacan

ELEMENTARY STUDENT
2009-2015 - Graduated

Baliuag South Central School.
630 j. Buizon St. Baliuag, Bulacan

CONTACT INFORMATION

CONTACT NUMBER:
0962 926 2844
0992 651 9307

St. Augustine Church - Office Staff
August 2023 - March 2025

Galilee Wonderland - Hotel Front Desk
March 2025 - May 2025

EMAIL ADDRESS:
jenicasalazar11@gmail.com

Telework PH - NV Agent
Dec 2025 - April 2026

SKILLS

- **Attention to Detail:** Spotting errors, missing signatures, or formatting inconsistencies in paperwork.
- **MS Excel** (sorting, filtering, basic formulas), MS Word (formatting, templates), and Adobe Acrobat (PDF merging, editing, stamping).
- **Communication:** Clear verbal and written updates when sharing logs with team members.

CERTIFICATES

- Heritage and Cultural Immersion Tour April 3-5, 2024 Lakbay Ilocandia Dalubhasaanng Politekniko ng Lungsod ng Baliwag Ilocos Sur and Ilocos Norte
- Hotel Familiarization and Cruise Ship Job Seminar November 23, 2023 MICAH Magsaysay Training Center
- Hospitality Industry Familiarization & Heritage Cultural Immersion Tour November 23 & 24, 2023 Makati Palace Hotel, Villa Escudero, Town of Liliw in Laguna
- Guiding Principle in the Hospitality & Tourism Marketing Dalubhasaanng Politekniko ng Lungsod ng Baliwag OMNI Aviation Complex, Manuel A. Roxas Hwy, Clark Freeport Mabalacat 2011 Pampanga