



MATTANIAH DELA CRUZ MEDALLA

Travel Agent / Human Resource Manager

Davao City / Bukidnon

Email: mattaniah.dacruz@gmail.com

Contact No: 09052700288

Career Overview

Experienced Travel Agent and Human Resource Manager with a strong background in customer service, office administration, travel coordination, and people management. Skilled in handling client relations, organizing schedules, and managing daily operations.

Education Background

Bachelor of Science in Tourism Management

Philippine Women's College

2009 – 2012

Skills

- Driving
- Spreadsheet Management
- Slide Presentation
- Event Coordination
- Customer Service
- Communication Skills
- Organizational Skills

Work Experience

Travel Agent

Infinity Travel Co. Ltd. | Davao City

2016 – 2026

Human Resource Manager

Taglucop Farms Corporation | Lorega, Kitaotao, Bukidnon
2019 – 2023

Customer Service Representative / Inventory Custodian

Globe Telecom | Davao City
2014 – 2015

Front Desk Officer / Receptionist

The Pinnacle Hotel and Suites | Davao City
2015 – 2016

Front Desk Officer / Receptionist

Telok Blangah House | Singapore
2012 – 2014

References**Hope Tugade**

Boardwell Travel Agency, Owner
Phone: 09177939093

Ivy Taglucop

Taglucop Lawfirm Manager
Phone: 0908845901

I hereby certify that all information contained herein is true and correct to the best of my knowledge.

Mattaniah Medalla

Applicant