

ANGELA REYNOSO

Tinguiban • Puerto Princessa, Palawan, 5300 • webcreate1206@gmail.com • +63927112422

PROFESSIONAL SUMMARY

Motivated and adaptable Computer Science student with three years of experience as a Front Desk Officer in the travel and tourism industry. Experienced in assisting local and international guests, coordinating tours, monitoring hotel bookings, and providing quality customer service. Equipped with basic skills in web development, database management, UI design, and productivity tools. A responsible and fast learner with strong communication, organizational, and problem-solving skills, eager to apply both technical and professional experience in a dynamic work environment.

Education

Palawan State University
Bachelor of Science in Computer Science

Palawan, PH
Expected Graduation Date: 2029

El Nido National High School
93 GWA

Palawan, PH
April 16, 2025

Experience

Front Desk Officer
Anang Travel and Tours

2022–2025

- Assisted local and international guests with their travel and tour needs.
- Provided customer service and responded to guest inquiries and requests.
- Organized and coordinated tour schedules and activities.
- Monitored hotel bookings and reservation details.
- Coordinated with hotels and other service providers to ensure smooth guest arrangements.
- Assisted in providing a positive and comfortable experience for guests from different countries

Special Program for Employment of Students Employee
Commission on Elections (COMELEC)

2025

- Assisted with administrative and clerical tasks in the office.
- Organized and managed documents and records.
- Assisted staff with daily office tasks and assigned responsibilities.
- Supported the office in maintaining organized and efficient office operations.

Skills & Interests

Design Tools: Canva

Web Development: HTML, CSS, C#, MySQL, Visual Studio Code

AI Tools: ChatGPT, Claude, Gemini, CoPilot

Communication: Google Meet, Zoom, Slack, Calendly, WhatsApp

Productivity Tools: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Docs / Google Drive

Deployment & Version Control: GitHub, Vercel, Docker, RailWay

Language:

- Filipino – Fluent
- English – Good/Fluent