



**PRINCESS ZERUIAH B. FIGUEROA**  
**43 MALAGASANG 2-F IMUS, CAVITE**  
**4103**

**Contact No.: 0917-803-9517**

**E-mail Address: [pzbacaoco15@gmail.com](mailto:pzbacaoco15@gmail.com)**

**OBJECTIVE:** Looking for a position where my expertise as a Content Curator, Bookkeeper, Executive Assistant and Social media manager, as well as my contacts in the sector, can help your company grow its sales and enhance its reputation.

#### **EDUCATIONAL BACKGROUND:**

##### **Tertiary:**

2010 – 2014 **Lyceum of the Philippines University, Intramuros, Manila, Bachelor of Science in International Travel and Tourism Management**

#### **SPECIAL SKILLS:**

- Global Content Coordinator of InterContinental Hotels Group
- Very good command in both written and spoken in English
- Computer literate (Microsoft Excel, Microsoft Word and PowerPoint and Quickbooks)
- Primary user of Content systems of IHG (e.g. Holidex Plus, HCM, Service Now and Promo Loading Tool)
- Email Management, Calendar Management, Contact Management and Research Management
- Template writing
- I can deliver ad-hoc tasks
- Submit project related tasks on-time
- Social Media Manager, Payroll and Scheduling Manager of our own Pharmacy Business.
- Expertise in Google Workspace, MS Office, Office 365, Oracle Netsuite and Monday.com

## **WORK EXPERIENCE:**

- **August – December 2012** – Service Crew, Working student Part-time job at McDonald's Lyceum Intramuros, Manila
- **April – July 2013** – On-the-job-trainee, Student Desk Section ITD., Intramuros, Manila
- **December 2013 – February 2014** – On-the-job-trainee, Passenger Handling Operations Center, Sky Logistics, NAIA Terminal 2, Pasay City, Manila
- **June 2014 – March 2015** – Reservation Sales Specialist, Intercontinental Hotels Group, Levels 27-29 RCBC Tower 2, 6819 Ayala Avenue, Makati City
- **March 2015 – March 2019** – Global Content Coordinator, Intercontinental Hotels Group, Levels 27-29 RCBC Tower 2, 6819 Ayala Avenue, Makati City
- **March 2019 - June 2022** – Administrative Assistant, Payroll and Schedule Manager, Figueroa Medical Clinic and Pharmacy, Gen. Trias Cavite
- **August 2022 –April 2023**– Corporate Sales Secretary, LED Kingdom – VA Client
- **February 2023 – Present** – Monday.com Specialist, Esquared Marketing – VA Client, Working 2hrs per day in MST Time Zone.

## **PERSONAL BACKGROUND:**

**Birth Date:** June 1, 1994

**Birth Place:** Bacoor, Cavite

**Civil Status:** Single

**Name of Father:** Angelito L. Bacaoco

**Name of Mother:** Ma. Linda P. Bacaoco

**Nationality:** Filipino

**Religion:** Born Again Christian

## **CHARACTER REFERENCE:**

**Dhamielyn A. Sarno, MIT**

Project Manager

PRO VA PH

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