

Kamille Clinton

Executive Assistant

Las Vegas, NV

kayibarrola@gmail.com - (732) 779-1526

WORK EXPERIENCE

Restaurant Administrative Assistant

Norwegian Cruise Line - Honolulu, HI - July 2014 to Present

Responsibilities

Directly report to the Director of Outlets

Assist the Director of Outlets in the daily operation of the Restaurants on the ship.

Keep track of employees who is joining and leaving.

In charge of 300 employees under the Restaurant Department.

Process evaluations with confidentiality.

Timely send documentation requests of crew members.

Skills Used

Organization

Communications

People Skills

Time Management

Banquet Server

Clarks Landing Caterers - Point Pleasant, NJ - September 2012 to Present

847 Arnold Avenue

Point Pleasant, NJ 08742

(732)899-5559

Manager: Donald Callelo

Position: Banquet Server

Eligibility Analyst

ReNew Jersey Stronger - Freehold, NJ - June 2013 to September 2013

Night Auditor

Quality Inn - Toms River, NJ - July 2010 to June 2012

Cashier Supervisor

Bed Bath and Beyond - Toms River, NJ - December 2009 to July 2010

1240 Hooper Avenue

Toms River, NJ 08753-3324

(732) 244-8501

Manager: Scott DeForge

Position: Cashier Supervisor

Front Desk Associate

Comfort Inn - Toms River, NJ - March 2009 to November 2009

Front Desk Associate

Ramada - Toms River, NJ - March 2008 to November 2008

EDUCATION**AS in Business and Paralegal**

Ocean County College - Toms River, NJ

2013 to 2015

Vocational

Technology School

2011 to 2012

University of Santo Tomas - Manila

2006 to 2007

Malate Catholic School - Manila

2001 to 2006

ADDITIONAL INFORMATION**HIGHLIGHTS OF QUALIFICATIONS**

- Expert knowledge and abilities in verbal communication
- A patient listener who fully focuses on speakers and understand variety of accents.
- Organized and detail-oriented; knack for understanding procedures and logistics.
- Strong skills in time management, prioritizing tasks and meeting deadlines.
- Fluently speaks English and Tagalog