

Vergel Nucos Bautista

☎ 09161225110

✉ bautistavergel18@gmail.com

📍 Brgy. Mataywanac, Tuy, Batangas



OBJECTIVE

Competent and adaptable individual with demonstrated leadership, administrative, and customer service experience. Dedicated to delivering high-quality results through strong organizational skills, flexibility, and a proactive work ethic. Driven to contribute to a dynamic organization by improving efficiency, elevating client satisfaction, and supporting sustainable business growth.

KEY COMPETENCIES

Public Speaking
Administrative Support
Customer Service

Time Management
Basic Graphic Design
Adaptability

Leadership Skills
Interpersonal Communication
Continuous Learning Mindset

INTERNSHIP EXPERIENCE

Splendido Tagaytay Hotel and Country Club

February 03 - May 04, 2025

Admin and Front Desk Intern

- Assisted with administrative duties, guest documentation, and front desk operations
- Handled inquiries, reservations, and coordinated with various departments
- Provided quality service to guests and supported day-to-day hotel functions

EDUCATION

Batangas State University - The National Engineering University
ARASOF Nasugbu Campus

Bachelor of Science in Business Administration, Major in Marketing Management

2021 - 2025

Graduated Cum Laude

EXTRACURRICULAR ACTIVITIES

President

BSBA Marketing Management, 04
2021 - 2025

Vice President for Membership

Junior Marketing Association ARASOF Nasugbu
Chapter
2024 - 2025

Vice President for Community Development

Junior Marketing Association ARASOF Nasugbu
Chapter
2023 - 2024

REFERENCES

Jecelle Rose Gibaga

Petty Cash Custodian / Storekeeper
Splendido Tagaytay Hotel and Country Club

Phone: 09633569782

Email: Jecellerosegibaga04@gmail.com

Jericho Rafols

Front Office Associate
Splendido Tagaytay Hotel and Country Club

Phone: 0977-487-7325

Email: Jerichorafols18@gmail.com