



# KRISTA JOY VILILLA

## PROFILE

Dedicated and enthusiastic individual with a strong work ethic, seeking a role in industry/company where I can contribute my skills, experience, and passion for delivering exceptional results.

## WORK EXPERIENCE

### Herfy

Service Crew APR 2024 - PRESENT

- Provided excellent customer service.
- Managed food and beverage orders.
- Handled cash and credit transactions.

### Lohas Hotel & Resort

Human Resources Administrative Officer AUG 2023 - FEB 2024

- Managed employee data and records.
- Coordinated job postings and interviews.
- Organized employee events and training.
- Administered employee benefits.

### One Source General Solutions Inc.

HR Assistant / On the Job Training FEB 2023 - APR 2023

- Provide administrative support to the HR team.
- Assist with the recruitment, hiring, and employee onboarding.
- Answer employee questions and resolve issues.

### City Social Welfare and Development Office

HR Assistant / On the Job Training OCT 2022 - JAN 2023

- Provide administrative support to the team or management.
- Maintain organized files and records.
- Manage schedules, calendars, and appointments.

### KMH Hi-Tech Phils. Corp.

Production Operator FEB 2019 - AUG 2019

- Operate and maintain production equipment.
- Monitor production processes and quality.
- Perform tasks according to production schedules and standards.

### SMK Electronics (Phils.) Corporation

Production Operator FEB 2018 - JUL 2018

### Jollibee

Service Crew JUL 2016 - JAN 2018

## REFERENCE

### Ana-Lyn A. Bantolino

Lohas Hotel & Resort  
Accounting Officer / Secretary  
Phone: +639 1757 09407

### Mary Grace T. Fabros

One Source General Solutions Inc.  
HR Supervisor  
Phone: +639 3031 43511

## CONTACT

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Dirar Ibn Al Khattab, Al Muruj,  
Riyadh 12283

## EDUCATION

2019 - 2023

OUR LADY OF FATIMA UNIVERSITY

- Bachelor of Science in Business Administration Major in Marketing Management

2010 - 2014

PASIG NATIONAL HIGH SCHOOL

2004 - 2010

MANDASIG ELEMENTARY SCHOOL

## SKILLS

- Computer Literate
- Communication
- Adaptability
- Flexible
- Ability to work under pressure
- Problem Solving
- Team Player

## LANGUAGES

- English (Fluent)
- Tagalog (Fluent)
- Kapampangan (Fluent)
- Arabic (Basics)