

Ma. Regina Abayari

Las Piñas City, Philippines

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🌐 Passport Number: P530275C

Work Experience

Century Property - Phirst Park Homes | Makati City, Philippines

Jul 2023- Jan 2024

International Territory Specialist

- Licensed Real Estate Agent
- Represented buyers and sellers in residential property transactions. Conducted market research
- Evaluated property values, and negotiated contracts to achieve favorable outcomes
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services locally and abroad
- Focuses in advertising and selling properties to Overseas Filipino Workers and Locally employed clients
- Helped arranged and represent property transactions
- Maintained a network of industry contacts to facilitate smooth transactions

Key Achievement:

- Became a Top Agent on my first month of being employed
- Hit the sales quota of over 20 Million Pesos in less than 3 months resulting to being deployed internationally to be one of the company's representative during it's roadshow in Dubai, UAE for one whole month from Nov 15 to Dec 14, 2023.

MicroSourcing Philippines Inc. | Pasay City, Philippines

Jan 2022 - Sep 2023

Transition Specialist

- Responsible for aiding the Client Implementation Officer in completing the onboarding of all clients during implementation by ensuring that all new hire requirements are completed prior to target go live dates.
- Coordinated with Shared Services to drive action required through coordination, follow ups, filing of tickets, and overseeing completion in a timely manner.
- Responsible for leading and driving action required from Shared Services including Talent Acquisition and Information Technology. Including, but not limited to the following:
 - Coordinated with recruiters and tracking status of all assigned hiring requests from filing to contract offers. • Filing of IT tickets:
 - Desktop allocation and configuration, pull-out requests, and delivery if applicable
 - Coordinated the assignment of IT POCs on go live dates • Drafting, sending and monitoring completion of OPS UAT reports.
- Acted as a back-up POC for the assigned Client Implementation Officer/ Project Manager
- Accomplished ad hoc administrative task that is given on a timely manner

Lufthansa Services Philippines | Muntinlupa City, Philippines

2021

Customer Service Consultant

- Provided General Reservations (Ticketing)
- Produced Direct Sales
- Provided Information about the airlines' products and services
- Assisted in Passenger Check-In • Managed Accounts of Lufthansa frequent flyers (Miles & More)
- Ensured the highest quality of service for the airlines' passengers
- Supported Travel Agencies accredited by Lufthansa

Computer Professionals Inc., | San Juan City, Philippines

Sep 2019 – Oct 2020

Administrative Assistant

- Provided office support to an individual or team
- Helped process the exit interviews and exit clearances of resigning employees
- Skilled in doing concur reports using MS Excel on a day-to-day basis
- Ensured that the trackers of the reports were well organized and updated
- Planned the meetings and take detailed minutes
- Wrote and distributed email, correspondence memos, letters, faxes and forms
- Assisted in the preparation of regularly scheduled reports

Education

Airlink International Aviation College

Jun 2016 - May 2020

- Bachelor of Science in Avionics Technology, *Graduated*
- A degree program that describes the electronic equipment aboard the aircraft (known as aviation electronics)

Philippine State College of Aeronautics

Jun 2015 – Mar 2016

- Associate in Aviation Electronics Technology

Philippine State College of Aeronautics

Jun 2013 - Mar 2015

- Associate in Aviation Information Management Major in Airline Operation Procedures, *Graduated*
- A degree intended to produce future aviation managers, who understand the core theoretical foundations of aviation operational management with course content that covers a broad sweep in aviation.

Seminars/Trainings

Industry Immersion at Malaysian Airlines

- Kuala Lumpur, Malaysia , March 25-27, 2019

Safety Management System

- Collins Aerospace
- Tanauan, Batangas , March 20, 2019

Aviation Industry and Immersion Observation

- Aviation Partnership Philippines
- Domestic Road, Pasay City , March 6, 2019

Skills, Licenses, Certification

- Philippine Regulatory Commission- *Licensed Real Estate Agent*
- Department of Human Settlements and Urban Development- *Licensed Real Estate Agent*
- Amadeus Altea (*GDS Certified*)
- CASPAR (*GDS Certified*)
- Problem-solving and diagnostic skills
- Technical Knowledge about Understanding of aircraft systems, navigation, meteorology, and aviation regulations
- Microsoft Office Suite (Word, Excel, PowerPoint) – *Expert Level*
- Strong negotiation & persuasion abilities
- Outstanding organizational abilities
- Strong Attention to detail
- Excellent Written and Verbal communication skills in English
- Excellent understanding of computer systems and standard software
- Effective Decision making
- Interpersonal Skills

Character Reference

Jed Martin Arroyo

- Aviation Partnership Philippines
- Engineer 1- Avionics
- 09561309855

Alexandria Jade Pagtulingan

- Philippines AirAsia
- Avionics Mechanic B
- 09495632353