**LY TRUC HUYNH** Home: (450) 314- 3935

710, Robert street Mobile: (514) 557-1877

Brossard, Quebec J4X 1C9 Email: lily.mytho@gmail.com

**OBJECTIVE**

To join a growing team where I can continue to expand my skills and knowledge in the Tourism and Hotel field while providing troubleshooting in a fast-paced environment

**HIGHLIGHTS OF SKILLS**

* Ability to use Microsoft Word, Excel, PowerPoint
* Ability to use Sirev, PC Voyages, Apollo and Sabre
* Excellent skills in accounting and finance
* Good skills in sales and marketing
* Ability to speak fluently in Vietnamese and English, basically in Mandarin, French and Spanish

**EXPERIENCE**

**Cashier**

*Kim Phat Supermarket (Brossard,Quebec) – September 2015 to Present*

**Waitress**

*Crystal Sai Gon Restaurant (China Town, Montreal) – May to August 2015*

**Reservation & Sales staff**

*Mango Bay resort (Phu Quoc Island, Viet Nam) – January 2009 to June 2014*

**Receptionist**

*ILA Foreign Language Center (Ho Chi Minh City, Viet Nam) – 2008*

**Tutor** *for elementary pupils in Ho Chi Minh City – 2003 to 2007*

**EDUCATION**

**A.E.C Tourism Technique**
*Lasalle College (Montreal, Quebec) – Graduating in May 2017*

* Tourism products and clientele
* Distribution & Reservation
* Reservation system ( Apollo & Sabre, Sirev, PC Voyages)
* Creation of individual packages
* Creation of group package & event
* Culture & tourism attraction
* Tourism Marketing, Tourism Promotion & Strategic Marketing
* Managing a work team
* Accounting and financial operation in Tourism
* Professional relationship in Tourism
* The art of communication in Tourism
* Selling tourism products

 **Secretary& Office Administration Certificate**

 *Economics University (Ho Chi Minh City, Viet Nam) – 2008*

 **Linguistics**

 *Humanities & Social Science University (Ho Chi Minh city, Viet Nam) – successfully graduated in 2007*

**INTERESTS & ACTIVITIES**

Beauty, fashion, music, physical fitness, education, language, international cuisine, hotel management, tourism, social science and information technology

**REFERENCES**

Ms. Tran Nguyet Anh

Reservation Manager, Mango Bay resort

00 1 84 (903 382 207)

Email : reservations@mangobayphuquoc.com