Khristine.150531@2freemail.com

# CAREER OBJECTIVE

An Information Technology graduate with one year of extensive hands on experience in system programming in AutoCAD, Photoshop, Distributed Database System (DDS) and digital electronics.

An enthusiastic, hardworking, value and task – oriented person and self-motivated professional capable of working independently and take the challenge of being a great addition to your teamwork and also has the capacity to work under pressure but open-minded to accept corrections to any misleading conduct within your envisioned company for a sort of Professional Enhancement.

# WORK EXPERIENCES

**CUSTOMER SERVICE/ SECRETARY**

PROVINCIAL ACCOUNTANT’S OFFICE, Capitol Hills Tandag City Philippines May 2, 2016 – February 24, 2017

# Job Description:

* Providing excellent customer service by answering calls, taking messages, handling correspondence and managing reception, meeting and greeting clients
* Maintaining and organizing records, documents and appointments
* Coordinating mail-shots and similar publicity tasks and prioritizing workloads
* Liaising with relevant organizations and clients
* Logging or processing bills or expenses
* If more senior, recruiting, training and supervising junior staff

# SECRETARY/DATA ENCODER

OFFICE OF THE VICE GOVERNOR

New Provincial Capitol Bldg. Catarman Northern Samar, Philippines April 7, 2015 – May 25, 2015

# Job Description:

* Data Entry encoder, encoder of all household member details in the office.
* Report and provide accurate data to one’ superior and checking the serial no.of computer components.
* Convening and servicing annual general meeting (AGM Meetings (producing agendas, taking minutes; conveying decisions.
* Providing support to committees and working parties such as the Board of director.
* Implementing procedural/administrative systems and handling correspondence before and after meetings.
* Ensuring policies are kept current, are approved, and that company members are aware of their implications.
* Writing reports and collating information
* Providing legal/financial advice during and outside of meetings.

# ASSSISTANT TRAINOR AND RECORD KEEPER

DWSD OFFICE OF MUNICIPAL HALL

Pambujan Northern Samar, Philippines July 2013 - August 2013

# Job Description:

* Organize the file records, create new records as necessary and classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
* Answer questions about records or files and gather materials to be filed from departments or employees. Find, retrieve, and make copies of information from files in response to requests and deliver information to authorized users.
* Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
* Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage, according to file maintenance guidelines or legal requirements.
* Scan or read incoming materials to determine how and where they should be classified or filed. Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval.
* Track materials removed from files to ensure that borrowed files are returned. Keep records of materials filed or removed, using logbooks or computers and generate computerized reports.
	+ Perform periodic inspections of materials or files to ensure correct placement, legibility, or proper condition.
	+ Design forms related to filing systems, assign and record or stamp identification numbers or codes to index materials for filing.
	+ Complete general financial activities, such as processing accounts payable, reviewing invoices, collecting cash payments, or issuing receipts
	+ Retrieve documents stored in microfilm or microfiche and place them in viewers for reading.

# PERSONAL INFORMATION

**Assets and Capabilities**

* + Almost one year of professional experience in performing a multi task as a member services assistant, inspector of return materials and new purchase units of computer sets.
	+ Highly motivated towards goal achievement, can easily adjust or adapt to new working environment and can communicate and work well with variety of people.
	+ Can accomplish tight deadlines, Computer Literate, excellent telephone, filing and organizational skills, strong oral and written communication skills.
	+ Experienced in meeting, planning and travel arrangements.
	+ Ability to work under pressure.
	+ Ability to perform the assigned duties and responsibilities assigned by superior.
	+ Willing to undergo training for further improvement.

# EDUCATIONAL BACKGROUND

UNIVERSITY OF EASTERN PHILIPPINES

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY GRADUATE JUNE 2012-APRIL 2016

Age: 21 years old

Sex: Female

Civil Status: Single

Nationality: Filipino

I hereby certify that all the information mentioned above are true and correct to the best of my abilities and knowledge.