***OBJECTIVE:***

*My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization and to give the best quality service and demonstrate the competence that satisfies the interest of the company.*

**SUMMARY:**

*Multi-talented with 5 years of professional experiences in the field of administration, front desk reception, product specialization, sales and marketing. Excellent in good customer service, excellent inter-personal, team work coordination, processes a remarkable sense of determination, honest in all dealings, works diligently and efficiently even under pressure and minimal supervision. Knowledge of MS office and the operation of standard office equipment.*

**Employment history:**

Makati, Manila, Philippines

***Positions Assigned: Front Desk Receptionist***

January 2014 to January 2015

**Duties and Responsibilities**

* Answered, screened and directed inbound phone calls.
* Received and assisted clients and escorted them to correct destinations; offices, rooms or meeting rooms.
* Took verbal and written messages and transmitted them to exact person/destination.
* Received and sorted email and electronic deliveries.
* Accepted letters and packages delivered to the front desk and distributed to appropriate staff.
* Handled general requests for information and data.
* Interacted well with the public.
* Handled delicate situations, such as – customer requests, special needs and complaints.
* Performed basic customer service functions.
* Maintained a neat, tidy and pleasant appearance of the reception area.

**Texas Instrument Philippines Incorporation**

TI Baguio and TI Pampanga

***Positions Assigned: Product Specialist***

July 12, 2010 to December 31, 2013

**Duties and Responsibilities**

* Prepares work to be accomplished by studying assembly instructions.
* Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
* Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; calling for repairs.
* Maintains safe and clean working environment by complying with 5’s, ethics, procedures, rules, and regulations.
* Documents actions by completing production and quality forms.
* Contributes to team effort by accomplishing related results as needed.

**Young Ma Garment’s Industry**

Capas, Tarlac.

***Positions Assigned: Assistant Sales Administrator***

March 2010 to June 2010

**Duties and responsibilities:**

* Maintaining a healthy relationship with existing customers while opening up fresh customers.
* Providing sales and administrative support involving efficient handling of top and confidential agreements
* Communicating with operation team for status of order and position of sales.
* Providing inputs and ideas into marketing enterprises and subsequently promote them and monitor responses.
* Maintaining an efficient work environment.
* Promoting the facilities of the organization to fresh and existing customers through a proactive approach.
* Coordinating and responding to all requests internally.
* Attending network and promotional events to develop and maintain contact with potential clients and professional bodies.

**Social Security System**

Baguio City Government

***Positions Assigned: On the Job Training / Asst. Clerk***

November 16, 2009 to March 03, 2010

**Duties and responsibilities:**

* Maintain confidentiality of papers and documents of the business or organization.
* Perform basic office duties such as answering the telephone, direct calls, emails and fax.
* Participate on tasks requiring added assistance and help the officers / Staff if needed.
* Assist Client and provide forms for the new SSS applicants.
* Cooperate with Staff to maintain a friendly environment and proper interaction within the office.
* In charge of copying and duplication of letters, documents or other materials on the photocopying machines.

**EDUCATIONAL BACKGROUND**

**College Degree: Graduate of Bachelor of Science in Business Administration**

**Major in Marketing**

Saint Louis University, Philippines

School Year 2006-2010

**Secondary: High School**

Saint Louis University, Philippines

School Year 2002-2006

**Trainings:**

* **Satisfactorily completed the requirements of MARKETIGN 16 (PRATICUM IN MARKETING**): 300 hours of On-the-Job training, Reports on Daily Activities, Attendance in Monthly Meetings and Attendance in a Seminar in Marketing in Baguio City for the Second Semester, School Year 2009-2010
* **Uplifting the university’s core value of creativity during the Public Relations and Social Marketing outreach activity**: “180 Micro-cinema Festival”, October 19, 2009, Saint Louis University, Baguio City.
* **Uplifting the university’s core value of social involvement during the Public Relations and Social Marketing outreach activity:** “KABATAANG LOUISIAN: MAPAGKAWANGGAWA” – August 21, 2009, Saint Louis University, Baguio City
* **MARKETING RESEARCH PRESENTATION during the University Research and Invention** Week – September 28, 2008, Saint Louis University, Baguio City..
* **ENTREP FEVER 2007 “Entrep Fusion: Synergy of Products”** A Product Competition held on February 20, 2007 at the Center for Culture and Arts, Baguio City. ) 4.5 years

**PERSONAL INFORMATION**

**DATE OF BIRTH:** 09 Sept 1989

**STATUS:** Single

**CURRENT VISA:**  Visit Visa

**NATIONALITY:**  Filipino

**RELIGION:** Christian

**LANGUAGE/DIALECT:** English, Tagalog, Ilocano & Pangasinan