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**Eva**

[**Eva.241487@2freemail.com**](mailto:Eva.241487@2freemail.com)

**Objective:** To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**Education: Colegio de San Juan de Letran Calamba**

Bachelor of Science in Commerce Major in Management

March 2012

**PERSONAL INFORMATION:**

Date of Birth: July 31, 1983

Place of Birth: Manila

Civil Status: Single

Citizenship: Filipino

Height: 5’3

**WORK EXPERIENCE:**

**Ambassador School LLC**

Dubai, UAE

Receptionist Cum Secretary to the CEO and Principal

August 2013 upto Present

* Meeting and greeting visitors at all levels of seniority.
* Attending to the Reception calls and answering parent’s queries and sending mails to the teachers accordingly. Calls are mainly regarding uniform delivery, books lost in class, early dispersal and if they require lunch/breakfast from the cafeteria.
* Doing the Teachers Observations schedule weekly by sending the EST’s mail reminders at the end of the week and the Observation Schedule to Principal and Vice Principal every Sunday morning. Sending emails to Principal and Vice-Principal of both the schools regarding the Calendar of Meeting for each Month.
* Sending mails to concern departments and EST’s like Math/French/English etc regarding the meeting schedule weekly with copy to Principal and Vice Principal.
* Scheduling meeting of EST’s with the CEO, Principal and Vice-Principal in the 2nd week and 4th week of every month in the Principal’s Office by sending them mail reminders accordingly.
* Filing of the weekly reports of all the EST’s, and keeping a record of the attendance and early dispersals of students.
* Downloading the attendance from biometric machine and making absentees report for the day.
* Handling Dispersal at 2.00pm and 4.00pm.
* Organizing and making appointments for CEO, Principal, Vice Principal and of the Teaching Staff whenever required.
* Taking down notes or dictations at meetings or everytime required by CEO and Principal.
* Doing announcements on the PA system everytime required.
* Typing, editting and encoding circulars and other documents needed for the school.
* Screening phone calls, enquiries and request, and handling them when appropriate.
* Dealing with incoming emails, faxes and post, often corresponding on behalf of the CEO and Principal.

**St. James Development Center**

Laguna, Philippines

Part-time Pre-School Teacher

July 2012 – July 2013

* Teach basic things such as letters, numbers, shapes, colors, good manners
* Ensure their safety
* Prepare their foods for breaktime
* Assist the children with their needs specially when going to comfort rooms

**Magic Graphix Design**

Manila, Philippines

Receptionist/Secretary

October 2008 – September 2010

**Secretary**

* Answering telephone calls
* Maintaining records of the daily routine of the office
* Arranging appointments
* Taking messages
* Typing and word processing
* Filing
* Organizing and servicing meetings (producing agendas and taking minutes)
* Recruiting, training and supervising junior staff
* Liaising with relevant organizations
* Coordinating mail-shots and similar publicity tasks
* Prepare the payroll of the employees

**Receptionist**

• Contact our agents for possible job orders

• Receive walk-in clients with a friendly manner  
• Entered complete details into the computer  
• Deal with the regular clients properly  
• Posted all transactions to make sure that all bills are kept up-to-date  
• Prepared the cash and ensured that all floats are accurate at the end of the day

**Casino Juice Bar Inc**

Parnaque, Philippines

Food Attendant

July 1, 2007 – April 20, 2008

• Welcome and assist guest in a friendly manner

• Take orders of the customers

• Ensure the cleanliness in my assigned area

• Serve foods

• Give thier bills and get the payment

**UNIDEN Philippines**

Laguna, Philippines

Production Operator

May 22, 2006 – October 13, 2006

• Puts rubber foot for every phones that is ready for packing

• Ensure that every piece doesnt have any damage

• Puts every piece/part of the wireless phone in the plastic and properly place it in its box

**Sun City Resort**

Laguna, Philippines

Food attendant/Housekeeping Assistant:

November 21, 2004 – November 27, 2005

Food Attendant

• Welcome and assist guest in a friendly manner

• Take orders of the customers

• Ensure the cleanliness in my assigned area

• Serve foods

• Give thier bills and get the payment

Housekeeping Assistant

• Cleans every room assigned to me

• Check all the toiletries in every room if its complete

• Assist the guest in a friendly manner

• Change the bed sheets and pillow case every day

**Jonel Spring Resort**

Housekeeping

July 3, 2003 – June 18, 2004

• Cleans every room assigned to me

• Make a complete summary of all the things i get in the stock room

• Check all the toiletries in every room if its complete

• Assist the guest in a friendly manner

• Change the bed sheets and pillow case every day

**TRAININGS:**

* Food Attendant/ Bayview Park Hotel Manila

Housekeeping: U.N. Ave. Manila

September 22 – 26, 2002

* Food Attendant/ Jonel Spring Resort

Housekeeping Calamba, Laguna

March 18 - 26, 2003

**Skills:**  Software: Microsoft Word; Excel; Powerpoint

**References:** Available upon request

I hereby certify that the above informations are true and correct to the best of my knowledge and beliefs.