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**CURRICULUM VITAE**

***Career Objective:***

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To acquire a position that would expose my creativity and knowledge to various situations and culture to broaden my perspective and enhance my skills for the fulfillment of my career as well as to contribute to company’s growth and development.

***Candidate Profile:***

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* With a Degree of Bachelor of Science in Social Work
* With more than 9 years experienced as Receptionist and Secretary
* With an excellent knowledge of Microsoft Operating System
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Always willing to learn and be trained and not to limiting myself to one field only, I am very much open to try another field of work.

**WORK EXPERIENCE:**

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**CONVERGYS PHILIPPINES SERVICES (April 2010- October 2016) COMCAST**

Cebu IT Park,

Receptionist,Front Desk

**Duties:**

**>** Answer telephone calls, screen and direct calls. take, relay messages and/or provide information to callers

> Maintain and update telephone directory as required due to staff changes

> Welcome on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

> Monitors visitor access, issues passes when required and maintain security awareness by following procedures; monitoring visitor’s logbook and also ensuring that first time visitors watch the office safety video

> Deal with queries from the employees and customers

> Provide general administrative and clerical support

> Ensure that the reception area is always kept clean and tidy free from any safety hazards

> Ensure that the front office is always professionally managed; calm and peaceful, light and airy. It also must be clear and tidy.

**SYKES ASIA INC. (May 2006- March 2010)**

F. Cabahug St.,

Secretary

**Duties:**

> To perform other related tasks that may be assigned by the Reception

> Greet, direct and assist visitors to the department

> Assist in the planning and preparation of meetings and conference calls

> Receive direct and relay all incoming phone calls, messages and queries

> Assist in the planning and preparation of meetings and conference calls

> Maintain the office supplies inventory for the department

> Answering and forwarding of phone calls, taking messages, communicating and tracking.

> Receive and greet all visitors in a professional and warm manner

> Develop and maintain a tracking system on all incoming & outgoing mails and courier items for the office

> Preparing refreshments to clients/visitors.

> Prepare and clearing of conference room before and after meetings.

> Handling mail distribution by collecting and distributing mails.

> Organize staff or management business trips with cost- effective travel arrangements (flights, rental cars, hotels, etc.).

**EDUCATIONAL ATTAINMENT:**

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Bachelor of Science in Social Work

March 2005

Christ the King College

**KNOWLEDGE & SKILLS:**

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* High Speed Typing
* MS OFFICE
* Negotiation Skills
* Professional in Written and Verbal Communication Skills

**PERSONAL INFORMATION:**

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* Present Age : 33
* Status : Married
* Birthdate : September 12, 1982
* Religion : Protestant ( United Church of Christ in the Philippines)
* Sex : Female