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**OBJECTIVE**

 Seeking a challenging opportunity where I be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

**WORK EXPERIENCE:**

* **JOLLIBEE (fast food chain)**

April 2010- Oct 2010

Daet, Camarines Norte

* Greeted customers at counter and took orders, suggesting menu items, and add-ons to increase revenue
* Serving food to the customers properly.
* Clean dining area, windows and front counter
* Back up other crew members to keep team leader
* Kept dining area and stocked
* Answered guest quest s, brought items to table and fetched drink refill
* Put up deliveries, stocking shelves and resupplying dining area, kitchen, and counter areas
* **BiÑAN (fast food)**

Central Plaza Mall, Norte

November 2010- September 2011

* Welcoming members and showing them to their table
* Monitor dining area and report any issues
* Ensuring guess experience high quality customer service
* Serving members food and refreshments
* **Prime Suit Hotel**

Pandan Highway, Norte

November 2011- December 2013

* Receptionist
* Answering phone calls
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
* Monitor logbook; issuing visitors badges.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains safe and clear reception area by complying with procedures rules and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* **Encoder**

Municipal Government of Pamorangon,

Norte

March 2013 – September 2014

* Duties and responsibilities
* Encoding paper work by using Microsoft word, excel and PowerPoint presentation
* Answer phone calls
* Arranging document and files

**Skills**

* Hardworking
* Knowledge in using of word, PowerPoint, excel, outlook
* Can easily adjust to different working environment
* Flexible productive, fast learner, multi-tasking
* Ability to keep clear and accurate records and reports

**PERSONAL INFORMATION**

 Birth date : March 3, 1993

 Gender : Female

 Civil Status : Single

 Religion : Roman Catholic

 Citizenship : Filipino

 Height : 5’1

**EDUCATIONAL BACKGROUNDS**

Microsystems College Foundation

Norte

Computer programming NC IV

2013

**Camarines Norte State College**

Daet, Camarines Norte

A.B English Language

2009

**SECONDARY LEVEL**

Moreno Integrated School

Norte

2005-2009

**PRIMARY**

Moreno Integrated School

Norte

1999-2005