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**OBJECTIVE**

To be part of an institution where I can contribute my skills and capabilities for the betterment of the society while enhancing my knowledge and profession.

**SKILLS**

Proficient Skills on Windows Applications (Excel, Microsoft Word, PowerPoint, Moviemaker), Email and Internet Research and can easily adapt on the operation of new technological advancements.

**PROFILE**

Born on October 23, 1984 in St.Anne’s Medical Hospital, Manila City. Goal-oriented, results-oriented with a strong management background and education. Skilled communicator, persuasive and adaptable. Self-motivated with high energy, initiative and focus. Keen insight to the needs and views of others---able to listen and identify issues and problems areas and form innovative solutions.

**EDUCATIONAL BACKGROUND**

**Tertiary:** **Bachelor of Science in Hotel and Restaurant Management**

**First Asia Institute of Technology and Humanities**

 2001- 2005

**Secondary:** **Malvar National High School**

 1998-2001

**Primary Saint Anthony School**

**Education:**

 1991-1998

**WORKING EXPERIENCES**

**KwikParts Accessories** July 2013 – Present 2015

Business Development officer

Prepares Sales Report, Monitoring of Stocks, deals with queries from the public and customers, Does the general administrative and clerical support as well.

**DHL Express Philippines Corporation**  February 2009 – March 2010

Retail Outlet Officer

Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits; compute sales prices, total purchases and receive and process cash or credit payment; maintain records related to sales; prepare sales slips or sales contracts; arrange for delivery, insurance, financing, or service contracts.

**TeleTech Holdings Company** September 2007 – December 2008

Talent Acquisitions Specialist

Source, recruit, screen and interview candidates for available positions.

**Chez Aveneir Hotel, De La Salle Lipa** August 2007– September 2007

Receptionist

Answer telephone, screen and direct calls**;** take and relay messages; deal with queries from the public and customers; general administrative and clerical support; prepare letters and documents; receive and sort mail and deliveries; schedule appointments.