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**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**

* ***Tertiary***

 Associate in Business and Office Administration Services

 **AMA Computer Learning Center**

 **Manila Philippines, April 13, 2013**

* ***Secondary***

San Isidro National Highshool

 **Manila Philippines, April 5, 2010**

* ***Primary***

San Isidro Elementary School

St. James Community School

Sentral Elementary School

 **Manila Philippines, March 29, 2006**

**SKILLS**

* Fast Learner
* Computer Literate (MS Word, Excel, Power Point)
* Proven written and verbal communication skills in English
* Solid know how of general office procedures
* Demonstrated ability to work independently and as part of a team
* Able to type atleast 45WPM
* Excellent organizational skills
* Able to manage stress timely and effectively
* Flexible in working hours

**EXPERIENCE**

* Sales Associates/Promodiser - Fineco Management Corporation, Manila PH (2013-2014)

*Assess customer’s needs and provide assistance and information on product features.*

*Ensures that customer needs are satisfied and exceeded.*

**PERSONAL** **DATA**

**Age :** 23 years old

**Gender :** Female

**Birthdate :** November 27,1992

**Status :** Single

**Height :** 5’6

**Weight :** 49 kg