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**Objectives:**

To be able to work in a prestigious company which I can utilize my experience, knowledge, skills, and potentials for the benefit of the company and to pursue opportunities for my career growth and future development.

**Educational Background:**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

 **Working Experience:**

 **Tripoli Restaurants**

 **Tourist club area**

 **Waitress/ Cashier:**

* Customer service oriented and be outgoing and friendly to meet the needs of the customer
* Responsible in cleaning and maintaining the area.
* Taking orders and serving food to the customer
* Recommend, select and help customers by selling products meeting customer needs and desires
* Checking the exact cost of the customer
* Providing information related to the specialty of the restaurant

 **SMK ELECTRONICS CORPORATION PHILIPPINES**

 **Lot c-4 premier industrial park M.A Roxas highway**

 **Clark Freeport zone**

 **MAY 18 2013 - OCTOBER 30, 2013**

 **Office Coordinator/Receptionist**

* Provide necessary backup support services to manage time slips (time keeping software) and reception duties.
* Assisting new hired employees in discussing and implementing all the necessary rules of the company.
* Attending all the queries of the employees.
* Perform general orientation for temporary staff, new hires and consultants
* Ensure IDs, email accounts, telephones and locations are ready for new employees.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* performs other related duties as assigned
* Bring up quality forms, checklist as and when needed in coordination with QA/QC for technical aspects
* Attending regular meeting before to start the shift to know and to discuss the previous status of the company
* Submitting target quota before to end of the shift.

 **GOLDILOCKS**

 **Cashier**

 **MAGIC STAR MALL, TARLAC CITY,**

 **MAY 16, 2012 - OCTOBER 20, 2012**

* Welcoming customer in a nice and friendly way
* Maintains quality service to satisfy customer all the time.
* Receive or accept cash turnover from the outgoing cashier as a preparation for my duty
* Attend phone calls as part of customer service
* Handling customer request, complaints and assuring that everything is achieved under smooth coordination.
* Accepting the cash float money to the supervisor.
* Responsible in reports preparation and daily cash records summary and breakdown of daily sales.
* Received and checked properly the stocks delivered,
* Enter total daily cash sales in the computer

 **On-the-job Training**

 **SITEL ACADEMY CALL CENTER**

 **PROVINCIAL CAPITOL**

 **(JANUARY- May)**

* Answers/transfer telephone calls and relay messages to concerned personnel.
* Photocopying and Scanning.
* Types a variety of documents, reports and records
* Keeps register of the files up to date and for easy reference.
* Responsible for incoming and outgoing mail, shipping and receiving.
* Determines requirements by working with customer
* Manage filing,mailing,correspondence and other management task.

 **L- Square Hotel**

 **San Miguel**

 **Front Desk/Receptionist**

 **August-January 2010**

* Welcoming and registering hotel customer
* Answering inquries about the company
* Greet visitors warmly make sure that they are comportable
* Checking Guest in and out of the hotel
* Responsible in payments and making reservation over the phone
* Assesing the guest needs and request

 Competencies

* Willing to learn and grow
* Excellent customer service
* Quick learner with the ability to multi-task
* A team player, who consistently display a positive attitude, professional work.
* Accuracy and attention to detail
* Knowledge in Microsoft Word Excel, Power Point Presentation,
* God fearing, honest, diligent, patient, flexible and hardworking.

 **Personal Information:**

 BIRTHDATE : **JULY 13, 1989**

 CIVIL STATUS **: Single**