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**JOYSIE**

Email: joysie.282026@2freemail.com

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| CAREER OBJECTIVES |

**To pursue a career path which promotes growth and development, in position that will enhance my full potential as a young individual.**

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| CAREER EXPERIENCE |

**Metropolitan Bank Trust and Company**

General Clerk (September 19,2012-Febuary 19,2013)

**JOB DESCRIPTION**

* Performs any combination of following and similar clerical duties requiring limited knowledge of systems or procedures.
* Sorts and files records.
* Answers telephone, conveys messages, and runs errands.

**Philippine National Bank**

Clerk Typist (April 10, 2013-September 13,2013)

**JOB DESCRIPTION**

* Maintain a record management system.
* Input retrieve and present data.
* Provide customer service.
* Process incoming telephone calls.

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| SKILL/QUALIFICATION |

* A mature and responsible individual capable of working with utmost efficiency.
* Possesses the flexibility to adapt to change and new environment; also, keen to acquire more skills and new information.
* Client-oriented with good organizational skills, hardworking, responsible and reliable.

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| PERSONAL INFORMATION |

**Date of Birth :** December 24,1983

**Status :** Single

**Gender :** Female

**Language** : English- Tagalog-native

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| EDUCATIONAL ATTAINMENT |

**TERTIARY:**  Governor Andres Pascual College

                                   Bachelor of Science in Business Administration

                                                        Major in Management

 **2008-2011**

 City of Malabon University

Bachelor of Science in Business Administration

Major in Management

**2007-2008**

**SECONDARY:** NIPSC-BVC

**1997-1999**

 Sum-Ag National High School

 **2001-2002**

**PRIMARY:**     San Juan Elementary School

                                                  **1990-1997**

***I DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.***

JOYSIE