I

**IRISH**

**OBJECTIVE**

To use my skills in the best possible way for achieving the company’s goal and to enhance my professional skills in a dynamic and fast paced workplace.

**WORK EXPERIENCE**

***Project Officer/Administrative Staff***

January 2015-March 31, 2016

Development Options and Social Entrepreneurship (DOSE), Inc.

3/F CAP Building, Tiano-Gaerlan Streets, Cagayan de Oro City

**Job Description:**

* Serve as project support staff to DOSE Operations and perform other duties that is assigned by the Managing Director from time to time.
* Serve as Administrative Support Staff to the Board and Managing Director for both DOSE, Inc. and TOUCH Foundation, Inc.

***Project Assistant/Administrative Staff***

September 2014-December 2014

Development Options and Social Entrepreneurship (DOSE), Inc.

3/F CAP Building, Tiano-Gaerlan Streets, Cagayan de Oro City

**Job Description:**

* Serve as project support staff to DOSE Operations and perform other duties that is assigned by the Managing Director from time to time.
* Serve as Administrative Support Staff to the Board and Managing Director for both DOSE, Inc. and TOUCH Foundation, Inc.

***Administrative Staff***

October 2013-August 2014

Technology Outreach and Community Help (TOUCH) Foundation, Inc.

3/F CAP Building, Tiano-Gaerlan Streets, Cagayan de Oro City

**Job Description:**

* Serve as Administrative Support Staff to the Board of Trustess and Managing Director.
* Serve as Recording Secretary during board meetings and general assembly.
* Perform other duties that will be assigned by the Managing Director from time to time.

***Merchandiser/Promodiser-BIC ballpen***

April, 2013-July, 2013

National Book Store, Centrio Ayala Mall

Cagayan de Oro City

**Job Description:**

* Responsible for timely and proper display and replenishment of merchandise;
* Conduct inventory as scheduled;
* Identify and segregate items for pull-out damage, dirty and slow moving;
* Provides fast, efficient and courteous service at all times to customers;

***Sales Associate***

November 2012-March 2013

National Book Store, Centrio Ayala Mall

Cagayan de Oro City

**Job Description:**

* Ensure that the books are properly place in its assigned cubicle
* Responsible for timely and proper display and replenishment of books
* Provides fast, efficient and courteous service at all times to customers;

**SKILLS**

* Computer Literate
* Languages: Visayan (native), English, Tagalog
* Good in analyzing and communication skills
* Leadership and Competency based skills
* Enthusiastic, quick to learn
* Have a good interpersonal skills
* Have a good problem solving and listening skill
* Determined to grow and enhance skills to improve self
* Have a high sense of responsibility and believe in “It pays to work hard”.
* Entrepreneurial Skills

**EDUCATIONAL BACKGROUND**

Tertiary:

**Bachelor of Science in Information Technology (BSIT)** – Congressman Scholar

STI College, Cagayan de Oro City,

2008-2012

Secondary:

**Indahag National High School**

Indahag, Cagayan de Oro City

2004-2008

Primary:

**Indahag Elementary School**

Indahag Cagayan de Oro City

2004

**PRESENT INVOLVEMENT**

* Oro Integrated Cooperative (OIC), Member (Cagayan de Oro City, Philippines)
* Kakugi Multi-purpose Cooperative, Member (Cagayan de Oro City, Philippines)
* Board of Trustee/Secretary, TOUCH Foundation, Inc. 2015-2016

**LANGUAGES**

English - (excellent)

Tagalog - (excellent)

Cebuano - (excellent)

**PERSONAL INFORMATION**

Age : 24

Gender : Female

Birthday : March 20, 1992

Religion : Roman Catholic

Citizenship : Filipino

Civil Status : Single

Height : 5’2”

Weight : 80 kg.

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 