**Pauline**

**CAREER OBJECTIVE:**

 A position where I can take additional responsibilities, continue to learn, and to apply my knowledge and skills for professional growth and self-advancement.

**PERSONAL DATA**

 **Age:** 24

**Sex:** Female

**Birthday:** November 24 1991

**Height:** 5’4

**Citizenship:** Filipino

**Religion:** Roman Catholic

**Language:** English, Tagalog

 **WORK EXPERIENCE**

**Admin Assistant**

**Crowntech Corporation**

49th flr. PBCom Tower Ayala Ave. Makati City Philippines

November 2012- March2016

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Preparing correspondence and documentation including drafting and distribution of letters and emails.
* Monitoring office supplies including making orders and maintaining stationery supply levels.
* Develop and maintain a current and accurate filing system.
* Perform other related duties as required.

**HR Intern**

**Splash Corporation**

HBC Corporate Center, Quezon City

On-the-Job Training (300 hours)

September 21 2011 – January 25, 2012

* Assigned as a Human Resources Department Intern, provided assistance in doing clerical works, encoding, managing of 201 files, facilitating qualifying tests and interviewing applicants.

**Sales Associates**

**Penshoppe**

TriNoMa Mall, Quezon City Philippines

March 2011- September 2011

* Welcomes visitors by greeting them in person or on the telephone. Answering in referring inquiries.
* Ensure high levels of customer satisfaction excellent sales service.
* Maintain in-stock and presentable condition assigned areas.
* Remain knowledgeable on products offered and discuss available options. Cross sell products.

**Receptionist**

**POWERTECH GYM**

North Olympus, Quezon City Philippines

April 2010- May 2010

* Greeting people entering the establishment, determine the nature and purpose of the visit, and direct or escort them to specific destinations.
* Answering phone calls and inquiries.
* Maintain business inventory and equipment.
* Filing important documents, maintaining files, ordering products.
* Reporting to General Manager.

**EDUCATIONAL ATTAINMENT**

**Tertiary** New Era University

2008-2012 (Graduate)

Bachelor of Science Major in Psychology

**Secondary** Bagumbong High School

2004-2008

**Primary** Urduja Elementary School

1998-2004

**SKILLS**

* Touch-typing skills with the speed of 60+ wpm
* Good communication skills, organizational skills, fast-learner, ability to work independently, multi-tasking.
* Knowledgeable in MS Office Applications (MS Word, MS Excel, MS Powerpoint,), Internet Applications (Internet Explorer, Mozilla Firefox, Google Chrome).

**ORGANIZATIONS**

Member, 2006 Parish Youth Ministry (PYM)

Participated in Choir member, socio-civic activities, and seminars for youth, and community services.

**Job Seeker First Name / CV No: 1720224**

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