

[**Curriculum Vitae**](http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm)

**Marilou**

[**Marilou.301698@2freemail.com**](mailto:Marilou.301698@2freemail.com)

**Complex**

**OBJECTIVE:**

To be able to utilize ideas and experience for the benefit and growth of the company’s business.

**SKILLS:**

* Can work under pressure with minimal supervision
* Enthusiastic and very optimistic
* Multi-task Oriented
* Able to meet deadlines
* Computer Savvy

**WORK EXPERIENCES:**

**CHUCK E CHEESES DUBAI**

September 2012 to present

* Waitress
* Serving the food and beverage orders of the guest.
* Keeping the cleanliness of the tables, chairs and all designated area

* Receptionist / Kid Check
* Accommodating all the guest questions and inquiries.
* Detail-oriented Receptionist with knowledge of all Chuck E. Cheeses function.
* Capable of multi-tasking in a fast-paced environment.
* telephone, customer service, and computer skills
* Children Play Area Attendant who deals with children of all ages.
* Birthday Party Host
* making art balloon for birthday parties, such as arch and column balloon

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**CORP- HRD CTMO Staff ( Office Staff) March 27, 2007 to Sep 2012**

**Gaisano Grand Fiesta Mall, Tabunok, Talisay City**

* Daily importing of timelogs of employees using the Alliance Timecard Portfolio System
* Updating and monitoring of employees’ timelogs/ attendance such as tardiness, absences, overtime and leave.
* Computes accurately each employees’ attendance in a branch every end of cut-off period for payroll.
* Generates reports of Overtime summary, Timecard summary as well as the Employees Tardiness and Absences report.

**EDUCATION:**

Saint Paul College Foundation, Inc

Bulacao, Pardo Cebu City

Academic Excellence Awardee

Bachelor of Science in Computer Science 2003-2007

Tungkop National High School

Tungkop, Minglanilla Cebu

With Honors

Secondary Education 1999-2003

Tungkop Elementary School

Tungkop, Minglanilla Cebu

With Honors

Elementary 1994-1999

**Practicum:**

Trans Asia Shipping Lines, Inc

Accounting Department

Completed the 200 hours on-the-job training

Philippine Airlines

Control Station Department

Completed the 200 hours on-the-job training

**BACKGROUND:**

Age : 30

Birth date : July 20, 1986

Birth Place : Bairan, Naga Cebu

Height : 5’ 1”

Weight : 50 kgs.

Status : Single

Religion : Roman Catholic