**JENNY DELA CRUZ SALOMON, RN**

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**CAREER OBJECTIVE**

To secure a position in a well-established organization that offers opportunities for my career development and at the same time serve to the best of my capabilities in any given task.

**PERSONAL SKILLS**

• Good written and verbal communication

• Computer literate (MS Word, MS Powerpoint, MS Excel)

• Can speak basic nihongo (japanese language)

• Can write japanese characters (hiragana and katakana)

**PERSONAL DATA**

Civil Status : Single

Sex : Female

Citizenship : Filipino

Date of Birth : November 27, 1990

Religion : Roman Catholic

Language/Dialect Spoken : English, Tagalog, Cebuano

**EDUCATION**

* Tertiary Education: Liceo de Cagayan University - 2011

RN Pelaez Boulevard, Kauswagan, Cagayan de Oro

Bachelor of Science in Nursing

* Secondary Education: Christ the King College de Maranding - 2007

Maranding, Lala, Lanao del Norte

* Primary Education: Margos Elementary School - 2003

Margos, Kapatagan, Lanao del Norte

**WORK EXPERIENCE**

* **FOOD PROCESSOR** - INNAMI YOKEI NOGYOU KYODOU KUMIAI

January 2016 - March 2016

**JOB DESCRIPTION**

* Clean work areas and equipment
* Store food in designated containers and storage areas to prevent spoilage
* Weigh or measure ingredients
* Inform supervisor when supplies are getting low or equipment is not working properly
* **ADMINISTRATIVE ASSISTANT** – TUBOD MUNICIPAL OFFICE

July 2015 – December 2015

**JOB DESCRIPTION**

* + - * provide general administrative and clerical support including mailing, scanning, faxing and copying to management
      * perform data entry and scan documents
      * answer calls from customers regarding their inquiries
      * assist in resolving any administrative problems
* **NURSE** - AURORA RURAL HEALTH UNIT

June 2014 - June 2015

**JOB DESCRIPTION**

* Taking patient's vital signs (temperature, pulse rate, respiratory rate, blood pressure)
* Giving per orem medications and administering according to policy and procedure
* Establishes intravenous insertions and administer intravenous medications
* Uses appropriate channels of communications for problem solving
* Works with passion in rendering patient care
* **CALL CENTER AGENT** - CONVERGYS

February 2014 - May 2014

**JOB DESCRIPTION**

* Answer calls and responds to emails
* Handle customer inquiries both telephonically and by email
* Manage and resolve customer complaints
* Document all call information according to standard operating procedures
* Complete call logs and produce call reports
* **RECEPTIONIST** – MALLBERRY SUITES

July 2013 – December 2013

**JOB DESCRIPTION**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
  + - * Contributes to team effort by accomplishing related results as needed.
* **SERVICE CREW -** Jollibee, Ozamiz City Branch

December 2012 - June 2013

**JOB DESCRIPTION**

* Take orders from customers and present them as requested
* Process bills for the customer and also issue them receipts
* Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
* Pack foods ordered by customers and serve them in the most efficient manner
* Set the table in an orderly manner before customers show up
* Get tables cleaned once customers are through with their dining
* Provide helpful answers to queries or questions proffered by customers
* Furnish customers with helpful information regarding service time and special deal offers

**Job Seeker First Name / CV No: 1815054**

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