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| **Christine Faye M. Guron – 1851060**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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| **OBJECTIVE:**  To be employed in your organization as a responsible person, developing my skills and utilizing my knowledge to become an asset of your company in the future. |

**WORK EXPERIENCE:**

**DATA ENCODER**

**Pasig City, Philippines**

March 16, 2016 – September, 2016

***DUTIES AND RESPONSIBILITIES:***

* Maintaining hard copies of patient forms, receipts, applications and other types of documents.
* Do transcription, scanning of documents and maintaining backups of data entered.
* Provide assistance to one’s superior by encoding the right information or data needed.
* Responsible for compiling, sorting and verifying the accuracy of data before it is entered.

**LRA PACIFIC MANAGEMENT**

**DATA ENCODER (Project-Based)**

**Pasig City, Philippines**

October 09, 2015 – December, 2015

***DUTIES AND RESPONSIBILITIES:***

* Encodes the delivery of the goods for the customer.
* Manage the deliverables on time.
* Always give an informative data that works under pressure in order to deliver fast and accurate information in every kind of entity.
* Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.

**VIEUX CHALET RESTAURANT**

**WAITRESS**

**Antipolo City, Philippines**

June 04, 2015 – October, 2015

***DUTIES AND RESPONSIBILITIES:***

* Escort customers to their tables.
* Explain how various menu items are prepared, describing ingredients and cooking methods.
* Check with customers to ensure that they are enjoying their meals and take actions to correct any problems.
* Prepare checks that itemize and total meal cost
* Remove dishes and glasses from tables and take them to the kitchen for cleaning.

**PUREGOLD SUPERMARKET**

**CASHIER**

**Antipolo City, Philippines**

April, 05 2015 – June, 2015

***DUTIES AND RESPONSIBILITIES:***

* Greet the customers entering into the organization.
* Check and count the petty cash in the drawer.
* Guiding and serving queries of customer.
* Handling all the cash transaction of an organization
* Receive payments by cash and credit card
* Checking daily cash accounts.
* Providing training and assistance to new joined cashier
* Maintaining monthly, weekly and daily reports of transacts.

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**SCHOLASTIC RECORD:**

Bachelor of Science in Information Technology

**TERTIARY**  Sumulong College of Arts and Sciences

Antipolo City

2015

**SECONDARY** San Jose National High School

Antipolo City

Year 2010– 2011

**PRIMARY** Lores Elementary School

Antipolo City

Year 2006 – 2007

**PERSONAL INFORMATION:**

Date of Birth : February 27, 1995

Place of Birth : Marikina City

Age : 21 years old

Gender : Female

Height : 5’0

Weight : 48 lbs

Civil Status : Single

Religious Affiliation : Roman Catholic

Language : English, Tagalog

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**RECENTLY SEMINARS AND TRAINING ATTENDED:**

The Rizal Weekly Post

Avida Homes, Antipolo City

On Job Training (OJT)

May 2014 – August 2014

AutoCAD 2012 Student Workshop   
Stanford IT Learning

Ground Floor @ ETON Cyberpod Corinthian Ortigas Avenue, Quezon City 1110, Philippines  
March 05, 2012

Software Freedom Day Philippines

University of the Philippines Diliman, Quezon City

September 15, 2012

Advance Microsoft Office Programming

Social Hall, Sumulong College of Arts and Sciences, Antipolo City, Philippines

February 15, 2013

Matrix Laboratory and Calculator Techniques on Mathematics

Sumulong College of Arts and Sciences, Antipolo City, Philippines

February 15, 2013

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