**C U R R I C U L U M V I T A E**

SEPTROSS

SEPTROSS.310564@2freemail.com

**CAREER OBJECTIVE AND QUALIFICATIONS**

A professional who is eager to work in a challenging position that would give me an opportunity for career advancement.

* Good in interpersonal and leadership skills; with high level of competency; with strong determination; highly motivated; sociable and self-starter. Can work under pressure with minimal supervision; Willingness to work on field and to travel.
* Is hardworking, persistent, well organized professional with power to prioritize and multitask.
* Excellent polite and persuasive skills.
* Adept with computer skills such as Microsoft office; Windows Power Point; Internet Programs.
* Good in office machine operations such as printer, photocopy machine; scanner; telephone.
* Able to work in different work condition such as on-site or off-site.

**PROFESSIONAL EXPERIENCES**

Company : Department of Social Welfare and Development

Job Title : **Administrative Officer**

Period : March 2015 up to September 2016

*Duties and Responsibilities*

* Coordinates all orders to the partners’ agencies in implementing the program. Keeping up to date with the changes in the memo and/or executive order.
* Administering and coordinating the operation of the departmental service units to the partner agencies.
* Monitor the compliance of the beneficiaries monitored.
* Creating appointments for meetings and follow up.
* Going to meetings with the department and partner agencies and taking accurate minutes.
* Assisted the department’s body to any administrative task.
* Document Custodian; in-out; thus record and filling.
* Maintaining up to date employee holiday and/or leave records.
* Maintaining inventory records of the stocks.

Company : TeleTech Holdings, Inc.

Job Title : Customer Service Representative

Period : October 2014 up to December 2014

*Duties and Responsibilities*

* Listen and respond to customers’ needs and concerns
* Provide information about products and services.
* Take orders, determine charges, and oversee billing or payments.
* Review or make changes to customer accounts.
* Record details of customer contacts and action taken.
* Refer customers to supervisors, managers, or others who can help.
* Handle returns and complaints.
* Research answer or solutions as needed.

**ACCREDITATION AND LICENSES**

**CERTIFIED INTRAVENOUS NURSE (ANSAP REGISTERED)**

St. Anthony College of Roxas City

San Roque Extension, Roxas City, Philippines

**REGISTERED NURSE (NURSE LICENSURE EXAMINATION)**

Professional Regulation Commission (Philippines)

Iloilo City, Philippines

**TRAININGS AND SEMINARS ATTENDED**

**Program Orientation as a Social Welfare Assistant Training**

Department of Social Welfare and Development – Field Office VI

Del Pilar St., Molo, Iloilo City Philippines

**3 Core Messages Program Orientation**

Department of Social Welfare and Development – Field Office VI

Del Pilar St., Molo, Iloilo City Philippines

**Timekeepers Orientation and Work Ethics Seminar**

Department of Social Welfare and Development – Field Office VI

Del Pilar St., Molo, Iloilo City Philippines

**Focus Group Discussion on Gender and Development**

Department of Social Welfare and Development – Field Office VI

Del Pilar St., Molo, Iloilo City Philippines

**Roll-Out Training on Disaster Risk Reduction Management for Program Staff**

Department of Social Welfare and Development – Field Office VI

Del Pilar St., Molo, Iloilo City Philippines

**Seminar and Training on Basic Life Support**

St. Anthony College of Roxas City

San Roque Extension, Roxas City, Philippines

**Seminar and Training on Disaster Nursing**

St. Anthony College of Roxas City

San Roque Extension, Roxas City, Philippines

**EDUCATIONAL BACKGROUND**

 **2008 – 2012 Bachelor in Science of Nursing**

St. Anthony College of Roxas City

San Roque Extension, Roxas City, Philippines

**PERSONAL INFORMATION**

Age : 24 years old

 Date of Birth : 8 September 1992

 Visa Status : Tourist Visa

 Language : English, Filipino

**CHARACTER REFERENCE**

*Reference available upon request.*