Sunshine

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| **WORK EXPERIENCE**  **SCHMM LEONA TRADING AND MANPOWER**  Simpang jalan Tanjung Bunut Negara Brunei, Durassalam  **ADMINISTRATIVE ASSISTANT** (OCTOBER 2014 – MAY 2016)   * Provide administrative support to ensure that operations are maintained in an effective and accurate manner. * Typing reports and other documents * Organizing/Archiving files * Directing calls and respond to inquiries * Opening, distributing and replying to emails * Performing other related duties as required * Inspiring the customer to buy and creating a lasting and positive impression of the products * Learning different selling systems and procedures to enhance sales efficiencies and complete support duties * Adhere to loss prevention and inventory control and compliance procedure.   **Cafe Juan**  Angeles City, Pampanga, Philippines  **Receptionist / Waitress** (MAY 2012 –MARCH 2014)   * Demonstrated ability to greet Customers, present menus, make food recommendations and answer questions regarding food and beverages. * Provide receptionist services. * Highly skilled in taking orders and relaying to kitchen and bar staff. * Excellent skills in maintaining cleanliness and personal hygiene standards. * Dexterous to stand for long periods and lift heavy trays. * Proven ability to communicate with kitchen staff, provide orders to customers, collect cash, and maintain proper accountability for orders and funds.   **term Tourist** (**Valid until March 14, 2017**)     |  | | --- | | **PERSONAL INFORMATION**  Birthdate : January 2nd 1990  Birthplace : Pampanga, Philippines  Religion : Roman Catholic  Civil Status: Single  Languages: English, Tagalog, Kapampangan  Visa Status: **Long term Tourist** (**Valid until March 14, 2017**) | | **EDUCATION**  (2009-2012) **BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM**  Holy Angel University Pampanga, Ph.  (2007-2009)  **BACHELOR OF SCIENCE IN INFORMATION AND COMMUNICATION TECHNOLOGY**  Holy Angel University Pampanga, Ph.  (2002-2006) SECONDARY  **MOTHER MARY CENTER OF STUDIES AND SCHOOLS INC.**  (1996-2002) PRIMARY  **BIRHEN LOURDES LEARNING CENTER** |

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| **PERSONAL SUMMARY:**  A highly competent, motivated and enthusiastic person with experience of working as a part of a team in a busy office & different events environment. Courteous, excellent organizational skills and highly efficient with a unique understanding of diverse culture and people.  Highly motivated, target driven and with exceptional multi-tasking skills along with ability to organize and provide efficient and accurate administrative support to office managers and work colleagues.  Approachable, well presented and able to establish good working relationships with range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.  **SKILLS:**     * Multi-tasking and Flexibility skills * Excellent interpersonal skills * Microsoft office proficient (word, excel, PowerPoint) * Driving (with valid Ph. License) * English Fluency (speaking and writing) | **TRAININGS**  **MS OFFICE Advance Training**  MANILA Philippines - 2015  **Nestle Philippines Sales and Marketing Training**  MANILA Philippines – 2014  **Hospitality and Restaurant Management Training**  ***The Heritage Hotel***  Manila Philippines 2012  **Hotel Management Training Program**  ***Hotel Stotsenberg***  Clark Pampanga, Philippines 2012 |

References are available upon request.