**MELODY**

Melody.316755@2freemail.com

**PERSONAL DATA**

Age : 21

Date of Birth : October 18, 1995

Place of Birth : Antipolo Rizal Manila

Civil Status : Single

Sex : Female

Citizenship : Filipino

Height : 5’2’’

Mass : 50 kg

Religion : Seventh Day Adventist

Language : English, Filipino

Occupation : Retired Chief Supervisor

Occupation : Domestic Helper

**CAREER OBJECTIVES**

A focused and hard working girl that is able to provide an effective clerical and administrative back up service to senior colleagues. Willing to handle high pressure, long hours, demanding deadlines and great responsibility with confident that can attend too much of the accounts, schedules and paperwork associated with a busy office. I am amenable in any job which is vital to my capability.

**EDUCATIONAL BACKGROUND**

Elementary : Malhacan Elementary School

 Malhacan, Meycauayan, Bulacan

 SY: 2007-2008

Secondary : Kidapawan City National High School

 Kidapawan City, North Cotabato

 SY: 2011-2012

Tertiary : Cotabato Foundation College of Science and Technology
 Doroluman, Arakan, Cotabato

 SY: 2015-2016

**WORK EXPERIENCE:**

OJT/Internship : Intern Teacher at Antipas National High School

 Antipas North Cotabato

 July 2015-Nov. 2015

 : Encoder at Celltext store

 Kidapawan City North Cotabato

 2012-2013

**SKILLS AND QUALIFICATIONS**

* Establishing priorities and managing workload.
* Checking, monitoring and ordering office supplies.
* Answering telephone calls professionally.
* Filing paperwork and photocopying.
* Typing documents, reports and correspondence.
* Ensuring the confidentiality of all documentation and information.
* Competent in using Word and other Microsoft Products (Outlook & PowerPoint).

**PERSONAL SKILLS**

* Willing to learn
* Accuracy Professional manner
* Organizational skills
* Self Confident
* Honest and Trustworthy
* Respectful
* Ability to work alone
* Dance Instructor

**SELECTED ACHIEVEMENTS**

* Fundamentals of Computer, Ms Windows, Ms Word, Ms Excel and Ms Power Point Certificate, December 2006
* Training/Workshop in Handling Social Networking Site certificate, September 2012
* Career Guidance and Pre-Employment Seminar, February 2016
* Philippine Association for Teachers and Educators Region XII students’ Congress 2016