 **CURRICULUM VITAE**

Name :Aubrey

Nationality :Filipino

Date of Birth :May 15,1980

Domiciled :Philippines

E-mail :aubrey.327226@2freemail.com

Phone No. :C/o 0505891826

**OBJECTIVE:**

To secure a position that will provide me good opportunities, develop and enhance my skills and experience. To become one of its assets in the future as well as to provide for me a financial stabilities.

**PERSONAL DESCRIPTION:**

Hardworking &industrious, a person with so much patience and perserverance in all aspect.

**CAREER SUMMARY:**

* RECOGNITION:

Always commended for well done report.

* COMMUNICATION SKILLS:

Fluent in English- good verbal and written skills.

* ADAPTABILITY:

Demonstrates flexibility in the face of change. Shows the ability to manage multiple conflict priorities and meet deadlines.

* TEAM PLAYER:

Effectively manages the workspace ( keeps a clean and organized office) and appropriately handles all paper works. Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate

* COMPUTER/TECHNICAL SKILLS:

Display proficiency using standard office equipment such as computer, fax, photocopier, scanner, etc. Can also handle some basic computer troubleshooting.

**EMPLOYMENT RECORD:**

**Company : Suque Adult and Children’s Clinic**

**Address :** Corner Philand Drive TandangSora Quezon City, Philippines

**Inclusive Date** : December 2013 up to April 2016

**Position** : Secretary/Receptionist

**JOB DESCRIPTION:**

* Schedule and confirm patient diagnostic appointments and medical consultations.
* Compile and record medical charts, reports and correspondence.
* Answer telephones calls and direct calls to the Physicians.
* Greet visitors, determine the purpose of visit .
* Interview patients in order to complete documents, case histories and forms
* Maintain medical records and correspondence files.
* Transmit correspondence and medical records by e-mail or fax.
* Perform various clerical and administrative functions such as ordering and maintaining an inventory of supplies.
* Perform bookkeeping duties such as credits and collections, preparing and sending financial statements and bills and keeping financial records.
* Prepare correspondence and assist physicians with preparation of reports, speeches, articles and conference proceedings.

**Company : Enhance Cosmetic Surgery and Skin Care Center**

**Address** : Trinoma mall 1st levelEdsaCor.North Ave Quezon City

**Inclusive Date** : March 2010 up to Nov 2013

**Position** : Clinic Staff(Beauty consultant, facial therapist,Receptionist)

**JOB DESCRIPTION:**

* Receptionist (answering phone inquiry,greet the visitors determine the purpose of visit Perform various clerical and administrative functions such as ordering and maintaining an inventory of supplies of products
* Compile and record medical charts
* Experience of providing skin care treatment and knowledge of beauty product
* Expert in working with all types of beauty products
* Recommending best and safe cosmetic line to customer
* Recommending facials creams that can match with customers skin type
* Offered friendly and professionals skin care treatment to customer
* Sold the best cosmetic products to customer and developed professional relationships
* Listening to customer’s request understanding their beauty needs, and providing beauty treatment accordingly
* Assessing skin type of customers and applying best suitable cosmetic for beauty treatment
* Facial therapist
* Preparing the instrument for minor surgery.
* Assist the doctor during the minor surgery operation(Acne Surgery, Warts removal, KI, Varicose Vein Treatment, Milia Treatment. Syringoma Treatment)
* Diamond peel the patients
* Rf the patients radio frequency slimming machine body treatment

**Company : Bafer Printing Press**

**Address** : Project 3 quezon city

**Position** : Office Secretary

**Inclusive Dates** : June2008-june 2009

**JOB DESCRIPTION:**

* Receiving phone calls inquiry
* Purchasing of materials papers,ink, etc
* Update the clients
* Paying bills/updating bills
* Auditing
* Monitoring the in and out of materials
* Dealing with clients knowing their request regarding the project
* Conducting of monthly inventory
* Doing paper works

**Company : Mitsumi Phil.Inc**

**Address** : Mariveles Bataan

**Position** : Warehouse Personnel

**Inclusive Dates** : May2000-April 2007

**JOB DESCRIPTION:**

* Encoder
* Receiving of incoming parts
* Making a discrepancy report
* Preparing of issuance
* Recording of in and out sub materials
* Updating the monitoring parts
* Conducting of monthly inventory
* Auditing

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**EDUCATION:**

**Course :** Caregiver

School : Dr. Carlos Lanting College/Casual General Hospital

Address : #16 TandangSora Avenue, Sangandaan Quezon City

Inclusive Dates : June 2009- March 2010

**Course : Computer Science in Programming**

School : Softnet Information Tech Center

Address : Mariviles , Bataan

Inclusive Dates : May 2000

I hereby certify that the above information is true and any misrepresentation thereof will mean nullification of this application.

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 **AUBREY**

 Applicant