****

**AUBRELIE**

**AUBRELIE.333510@2freemail.com**

**OBJECTIVE**

**I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers to be successful.**

**SKILLS**

* **A person who has strong personality and willing to learn more things, corrections are welcome and constructive criticisms are used to become better individual.**
* **Capable of working under minimum supervision and pressure times.**
* **Able to read, write and verbally communicate in English.**
* **Creative, honest and talented.**
* **Friendly and respectful.**
* **Computer literate.**

**WORK EXPERIENCES**

**PACIFIC UNION INSURANCE COMPANY**

***Secretary***

***April 2016 – November 2016***

 **WORK DESCRIPTION:**

* **Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.**
* **Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.**
* **Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.**

**PRIVATE TUTOR**

1. ***- 2016***
* **Integrated reading and writing to offer new perspective and respect for student's own life stories.**
* **Monitored, assessed, and remediated student performance**
* **Developed and implemented comprehensive lesson plans that accommodated specific level of learners while offering support to make certain each student was able to grasp materials**
* **Identified, selected, and modified resources to meet student's diverse needs and integrated worksheets to vary lessons and consolidate concepts**

**PACIFIC UNION INSURANCE COMPANY**

***Secretary***

***2012 – 2013***

**PADIERNOS GRAVEL AND SAND**

***Secretary***

***2011- 2012***

**POULEX DEPARTMENT STORE**

***Sales Representative***

***2009 – 2011***

 **WORK DESCRIPTION:**

* **Assisting the customers and guiding them by choosing right and high quality product.**
* **Promoting the brand, sharing our knowledge’s about the product that we’re promoting.**
* **Assisting shoppers to find the goods and products they are looking for.**

**ACADEMIC BACKGROUND**

**COLLEGE: COLLEGE FOR RESEARCH AND TECHNOLOGY**

**ASSOCIATE IN COMPUTER TECHNOLOGY**

**Two (2) Year Course (ATTESTED BY TESDA)**

**Year Graduated: April, 2008**

**PERSONAL PROFILE**

**Date of Birth : October 08, 1989**

 **Nationality : Filipino**

**Age : 27**

**Height : 5’3 ft.**

**Visa status : Visit visa**

**Expiry date : February 2017**

***I certify that the above information is true and correct to the best of my knowledge and belief……***