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| JOANNE |

[JOANNE.335358@2freemail.com](mailto:JOANNE.335358@2freemail.com)

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**Bachelor of Science in Secondary Education**

University of Cagayan Velley Tuguegarao, Philippines

Year Graduated 2014

**Bachelor of Science in Business Administration**

**Major in Human Resource Development Management**

University of Saint Louis Tuguegarao, Philippines

Year Graduated 2011

**CAREER OBJECTIVE**

To be employed in a reputed organization where I can establish my career to work efficiency by providing quality service, using my knowledge gained from my past years experience in different field of work for the company and myself.

**WORK EXPERIENCE**

**CARP Personnel/Small Meduim Enterprise Roving Academy Counselor**

**Department of Trade and Industry**

**Cagayan, Philippines**

**August 2015 to December 2016**

* Facilitated and Conducted Entreprenurial/ Productivity Training
* Prepared Proposal for Synchronized targets
* Facilitated and Conducted Skills Training
* Prepared Post Activity Report
* Validated and Conduct Sales Monitoring Report
* Assisted Product Packaging and Labelling
* Provide Promo Collateral
* Assisted and Developed SMEs
* Joined Trade Fair Participation
* Conducted SMERA training as Resouce Speaker

**Cashier/Pharmacy Assistance**

**Rodamel Drug Store**

**Cagayan, Philippines**

**July 2014 to July 2015**

* Cashiering using Micros POS system.
* Managing total sales report for the day.
* Assuring that the reports and the sales are balanced.
* Attending to guest needs.
* Serving guest.
* Management of the daily business routine to assure that things needed are organized for the soft process of business.
* Served Medical Supply and Read doctor’s Prescription

**HR Assistant**

**C-GAS Enterprise**

**Tuguegarao City, Cagayan, Philippines**

**January 2013 to December 2014**

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed

**Admitting /Medical Records/ Billing Clerk**

**St. Paul Hospital Tuguegarao**

**Tuguegarao City, Cagayan, Philippines**

January 2012 to December 2013

* Prepared and Release Medical Records Certificates
* Admit and Prepared Patient Data Information
* Release and Prepared Patient Statement of Account
* Coordinate and Assist Patient Medicare Health Cards
* Safe Keeping of Medical Patient Records
* Proper Color coding and Arrange Patient Records

**Assistant Office Clerk**

**Land Bank of the Philippines**

**Tuguegarao City, Philippines**

**October 2010 to March 2011**

* Managing Records and Supply room.
* Front desk assistance for clients.
* Inputting and Encoding Data for application of Financial Assistance

**Service Crew**

**Jollibee Foods Corporations**

**Tuguegarao City, Philippines**

**March 2009 to July 2010**

* Food Preparation
* Monitor the Proper Food Temperature
* Assisting the Guest
* Serving Guest

**ABILITIES**

* Hardworking, flexible, can work under pressure.
* Punctual, willing to learn friendly honest, and can deal with different situation/people.
* Easily to learn.

**QUALIFICATIONS**

* Knowlede in Human Resoure Management
* Manpower requirements, Recruiting, Selection, Recruitment and Orientation,Trainining Development, Renumeration, Performance Evaluation and Promotion Transfer.
* Knowledge Basic Marketing
* Computer literate. Knowledgeable in MICROSOFT OFFICE such as Word, Excel, Access, PowerPoint.
* Skilled in Sales, Product Promotions and Merchandizing.

**AWARDS/CERTIFICATES**

* Resource Speaker on Small Meduim Enterprise Roving Academy
* Investment Priorities Plan Regional Roadshow
* Seminar on Industrious, Systematic, Time-Conscious, Inovative and with StrongValue of Work-Productivity Awareness Program
* Certificate of Participation-Invesment Breifing/Counselling
* Basic Life Suport
* National Competitiveness and Philippine Quality Award Forum Management System
* Training Mentoring/Consultancy Project for the Food Sector: Estalishment of Food Safety System-Good Manufacturing Practices and Sanitation Standards Operating Procedures
* Tour Package Development System Seminar-Worshop
* Seminar on Intelectual Property Right
* Certificate on On The Job Training at Landbank of the Philippines
* Seminar on Labor Law Relation

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Secondary Education**

University of Cagayan Valley, Philippines

Year Graduated 2014

**Bachelor of Science in Secondary Education**

University of Saint Louis Tuguegarao, Philippines

Year Graduated 2011

**PERSONAL DATA**

Age : 27

Nationality : Filipino

Civil Status : Single

Height : 5’2”

Weight : 71 kg

Date of Birth : April 01, 1989

Place of Birth : Ugac Norte, Tuguegarao City, Philippines

Language spoken : English and Tagalog