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**JESICA**

**JESICA.336052@2freemail.com**

**Objectives:**

To work in an established company where I can effectively maximize my expertise in order to improve customer satisfaction that will be beneficial to the workplace and society.

**PERSONAL INFORMATION:**

Date of Birth: November 2, 1978

Place of Birth: Marikina Metro, Manila

Age: 37 years old

Civil Status: Married

Citizenship: Filipino

Sex: Female

Height: 4’11”

Weight: 52kg

Religion: Roman Catholic

Languages: Tagalog, English and Arabic

**EDUCATIONAL BACKGROUND:**

Tertiary: Cagayan State University

Aparri, Cagayan, Philippines

Bachelor of Science in Information Technology

Undergraduate

Secondary: Lyceum of Camalaniugan

Camalaniugan Cagayan, Philippines

1992-1996

Primary: Camalaniugan Central School

 Camalaniugan , Cagayan, Philippines

1987-1992

**SKILLS:** Computer Literate

Can speak and write English fluently

**WORKING EXPERIENCE:**

June 2011- September 2016 Palace

 AL AIN, UAE

Main Duties and Responsibilities:

* Serving the sheikha.
* Entertaining visitors.
* Preparing foods for everybody especially to visitors.
* Assisting and helping works in home.

June 8, 2007-October 31, 2010 **Government Employee**

 **Department of Agriculture**

 Maconacon,Isabela

Main Duties and Responsibilities:

* Assisting farmer’s supplies.
* The products of agriculture such as rice and other basic commodities.
* To promote effective human resources.
* For helping farmers and to support subsidies and to inspecting food to ensure

 the safety of the public.

* Be able to provide role clarity and ensure teamwork amongst staff.

October 2, 2006-March 29, 2007 **Waitress**

EL Gusto Restaurant

 Aparri, Cagayan, Philippines

Main Duties and Responsibilities:

* Greeting and assisting customers entering in the establishment and ensure that each customer receives outstanding service by providing a friendly environment.
* Serving the food of customer.
* Communicate customer request to management.

November 2, 2003- March 31, 2005 **Saleslady**

Cj’s Department Store

 Tuguegarao City ,Cagayan, Philippines

Main Duties and Responsibilities:

* Work with customers with the most cheerful and pleasant disposition.
* Bag products for the customers (if there’s no other assigned to that).
* Process or help process payments made by the customer – whether by in cash or credit card.
* Report sales accurately.

March 10,1999 – April 20, 2001 **Saleslady**

**Lidia’s Supermarket** Tuguegarao City Cagayan, Philippines

Main Duties and Responsibilities:

* Work with customers with the most cheerful and pleasant disposition.
* Bag products for the customers (if there’s no other assigned to that).
* Process or help process payments made by the customer – whether by in cash or credit card.
* Report sales accurately.
* Close as many deals and transactions as possible.
* Deal with customer’s complaints professionally and with restraint.

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