

**CURRICULUM VITAE**

**Personal Information:**

Name**: Harvey**

**Harvey.336612@2freemail.com**

Age: 30 years old

Gender: Female

Civil Status: Married

Nationality: Filipino

Date of birth: October 13, 1986

Last/ Current Salary: Fresher/ First timer in UAE.

Visa status: Visit Visa for 1 month

Availability: Anytime within this month

**Objective**: To obtain a position that will enable me to use my ability to work well with people and to learn new skills to enhance my knowledge.

**Education**:

Mindanao State University- Iligan Institute of Technology

Bachelor of Arts in Filipino and Other languages

**Professional skills:**

* Fast learner and demonstrate new skills quickly.
* Able to work well with different types of people.
* Can manage time and work without supervision.
* Flexible and familiar with high volume work environment.
* Hardworking and enthusiastic.

**Employment History:**

***Macrina’s Boutique***

San Miguel St, Poblacion, Iligan City, Phils.

Sales Support ( January 2016 – June 2016)

Job description:

-Ensures customer service satisfaction and good client relationships.

-Follow up on sales activity.

-Perform quality checks on items.

-Monitor and report on sales activities and follow up for management.

-Carry out market research and surveys.

-respond to sales inquiries and concerns by phone or in person.

***Philippine Statistics Authority- Lanao del Norte***

Barnuevo Bldg., Badelles Extension St, Palao, Iligan City

Assistant Census Area Supervisor ( May 2010- Sept.2010 )

Statistical Researcher ( June 2015- December 2015)

Job description:

* Monitoring daily output of enumerators based on household being interviewed.
* Supervising the area covered by re interviewing and re checking the accomplished forms.
* Updating informations on a particular household and maps.
* Validating the given data and manually checking every details and information given by the respondents.

***Volunteered Assistant Teacher***

Kiwalan Learning Center

Kiwalan, Iligan City, Phils.

Job description:

-Prepare instructional materials such as flash cards and cut outs.

-Supervise the pupils within the classroom and during recreational activities.

-Provide one-on-one support to young children (pupil) such as helping them write their names or learning initials.

-Assist them during break time and look after them when they need to go to the toilet.