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**SUSANA**

**SUSANA.337262@2freemail.com**

**Objectives:**

* To be able to work in a well-established organization that utilizes my knowledge, skills, potentials, and enables me to make a positive contribution to the company.

 **Working Experience:**

 **May 2008-Nov. 2016**

 Position : Owner

 Company : Susan's Gift Shop & Gen. Merchandise

 Address : Public Market, Ibung, Villaverde, Nueva Vizcaya

 Job Description:

 ● greet a customer with a warm smile

 ● to provide complete assistant to all customers at all times to their

 satisfaction.

 ● to keep replenish the items in the shelves making inventory and ordering

 Item stock information about the product.

 ● to prepare doing sales summary with proper changing accounts.

 ● to keep in strictness confidence all sales information & security policies

 and procedure at all times.

 ● observe proper & wear a smile in taking orders from customer.

 ● preparing gift wrap & packages.

 ● compute & record total transaction.

 ● maintain cleanliness & orderly check out areas.

**August. 2001 – September. 2004**

 Position : Secretary Company : Polyclinic

 Address : Bayombong, Nueva Vizcaya

Job Description :

 ● welcome the customers with a friendly smile

 ● answering phone calls incoming & outgoing calls

 ● assisting customers needs

 ● maintain cleanliness

 ● answer customers question and provide information on procedure

 ● encoding and organizing files

**January 1997 - January 2001**

 Position : Secretary Company : Sulio Dental Clinic

 Address : Solano, Nueva Vizcaya

 Job Description:

 ● welcome and greet customer with a warm smile

 ● keeping all the records in the designated areas or shelves

 ● maintain cleanliness

 ● compute and records all the transaction

**Skills Qualification:**

 ◊ good in communication skills

 ◊ able to learn quickly

 ◊ demonstrate flexibility

 ◊ persistence and dependable

 ◊ hardworking

 ◊ has a good customer relationship

 ◊ can accomplish assigned task on time and can follow

 instruction as instructed

**Educational Background:**

 ***Tertiary***

Year : 1992-1996

 Address: Saint Mary’s University

 Bayombong, Nueva Vizcaya

 Course : BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION

 ***Secondary***

 Year : 1988-1992

 Address : Fr. Villaverde High School

 Ibung, Villaverde, Nueva Vizcaya

 Diploma

 ***Elementary***

 Year : 1982-1988

 Address: Sawmill Elementary School

 Sawmill Villaverde, Nueva Vizcaya Diploma

**Personal Information:**

 Gender : Female

 Nationality : Filipino

 Religion : Roman Catholic

 Civil Status : Separated

 Language : English/ Tagalog

 Height : 5’5’’

 Weight : 48 kg

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