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**SUSANA**

[**SUSANA.337262@2freemail.com**](mailto: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.