Ronavique

Ronavique.337881@2freemail.com

I am a highly determined and very conscientious individual with a strong work ethic and good organizational skills. I’m a dedicated and versatile person with a positive can-do attitude for any work challenges and can work in a team or independently. Furthermore, I’m very interested in working with any dynamic organization that offers personal career growth opportunities.

**STRENGTHS AND TRAITS**

* Computer Literate
* Hard working and willing to learn and improve.
* Able to work quickly and reliably with little supervision.
* Highly motivated, responsible, organized and cooperative.
* Able to build rapport with others in a multicultural environment.

**WORK EXPERIENCE**

**MIDTOWN HOTEL**  *MARCH 2016 – AUGUST 2016*

 ***(Receptionist)***

* To undertake front of house duties, including meeting, greeting and attending to the needs of guests, to ensure a superb customer service experience.
* To build a good rapport with all guests and resolve any complaints/issues quickly to maintain high quality customer service.
* To deal with guest requests to ensure a comfortable and pleasant stay.
* . To assist in dealing with customer complaints in an effective and courteous manner, providing or seeking solutions as quickly as possible.
* To be responsible for accurate and efficient accounts and guest billing processes

**BISNAR LAW OFFICE**  *JUNE 2015 – NOVEMBER 2015*

 ***(Secretary)***

* + Arranging for the delivery of legal paperwork.
	+ Typing correspondence and legal paperwork.
	+ Transcribing court proceedings and other recorded meetings.
	+ Scheduling, coordinating and confirming court dates, appointments, and meeting.
	+ Conducting research in legal matters.

**BOTH ENDS** JUNE 2014 – MAY 2015 ***(Sales Representative)***

* Provide direct customer services by informing them of products and services
* Ensure that customers are directed to the appropriate aisle
* Identify sales opportunities and follow up on existing accounts for business development
* Create and execute appropriate strategic plans to bring in more business
* Research sources in order to develop new business connections
* Make cold calls to prospective clients and inform them about new products and deals

**COFFEE BREAK** *MARCH 2014 – MAY 2014*

 ***(Cashier)***

* Received payment by cash, check, credit cards, vouchers, or automatic debits.
* Issued receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintained clean and orderly checkout area.

**Philippine National Bank –Ledesma Branch**  *November 2015- February 2016*

New Accounts, Practicum

Ledesma Street, Iloilo City

* Taking the initiative in raising problems or difficulties.
* Re-arranging the *cheques* according to account number.
* Call back the deposit and withdrawal slips (everyday transaction)
* Maintaining the progress off the work as agreed with the immediate supervisors.
* Makes photocopies, faxes documents and performs other clerical function.

**EDUCATIONAL BACKGROUND**

**College: University of San Agustin** June *2012- April 2016*

 Bachelor of Science in Business Administration

 Major in Marketing Management

 General Luna St., Iloilo City

**SEMINARS**

* **Arts an introduction to the world of Advertising**

Mini Theater, National Collage of Business and Arts *February 21, 2012*

* **Special Topics Seminar on Cooperative Marketing**

Nursing Review Center, University of San Agustin *January 9, 2016*

* **Agricultural Marketing: ASEAN Economic Community and Good Agricultural Practices**

Conference Room, University of San Agustin *January 16, 2016*

* **Special Topics Seminar on Stock Exchange**

Nursing Review Center, University of San Agustin *January 30, 2016*

* **Special Topics Seminar on Real Estate**

Nursing Review Center, University of San Agustin *February 6, 2016*

* **The New Employment Landscape for Business and Finance Student in the midst of ASEAN Integration and Globalization**

Conference Room, University of San Agustin *February 13, 2016*

**References:**

*This is available upon request*