

**APRIL**

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# OBJECTIVE

To work for a company that offers professional development and growth potential as well as to further build upon my previous trainings and work experiences.

# SKILLS

* Ability to work with little or no supervision, competent, strong team-player, attention to detail and with excellent prioritizing and organizational skills.
* Ability to handle all situations with compassion and professionalism, critical thinking, and clear vision to accomplish company goals.

# EDUCATION

2009 – 2013 La Salle University- Ozamiz City

**Bachelor of Science in Office Administration**

# WORK EXPERIENCE

February 14, 2014 – November 20, 2016 MLhuillier Financial Services

Lanao Region, Philippines

**Assistant Branch Manager**

* Money Transfer and Money Exchange Operator
* Gold Appraiser
* Answering telephone calls professionally.
* Anticipating and meeting the needs of the office.
* Filing reports and ensuring the confidentiality of all documentation and information.
* Resolving administrative queries.

**PROFESSIONAL DEVELOPMENT AND TRAINING**

June 2016 - Basic Diamond Appraisal Training

Iligan City, Philippines

December 2015 - Corporate Foundation Training

Iligan City, Philippines

August 2014 - Branch Operating System Training

Ozamiz City, Philippines