**CURRICULUM VITAE**

**OF**

**LOVELY**

[**LOVELY.339670@2freemail.com**](mailto:LOVELY.339670@2freemail.com)

**Position Applied:** Receptionist/Sales Agent

**Objective**: To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

**Employment History**

Company: **Triplink South Travel and Tours Centre**

Designation: Travel Agency Agent cum Secretary

Inclusive Date: April 21, 2015 up to May 30, 2016

Responsibilities:

• Creating and maintaining filing system,

* Keeping diaries and arranging appointments to all contacts

• Organizing travel for staff and clients, Receiving Calls, Data Encoding,

• Banking and Finance management, Cashier

School: **Emma Learning Center**

Designation: Grade School Teacher

Inclusive Date: November 03, 2014 to March 28, 2015

Responsibilities:

* Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
* Preparing materials and classrooms for class activities
* Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
* Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations
* Assign and grade class work and homework.

**(Working Student Experience):**

School: **Southern Baptist College**

Designation: Working Student Assistant (Guidance Office)

Inclusive Date: April 2012 – October 2014

Responsibilities:

* Filing and organizing students’ record, Conducting Aptitude and
* Facilitating Peer counselling program and First Year Developmental Program
* Tallying and encoding school and staff satisfactory research program

Designation: Student Assistant (Liberal Arts Department)

Inclusive Date: June 2011 – March 2012

Responsibilities:

* Data and Grades encoding, Filing and organizing student’s documents
* Serve as receptionist, which includes answering phones, taking messages, and greeting and assisting students and other visitors as they enter the department office
* Office cleaning

**Education**

**Tertiary:**

**Southern Baptist College**

M’lang, North Cotabato, Philipppines

Course: Bachelor of Secondary Education

Major: English - S.Y 2014-2015

**Secondary: Alah Valley Academy**

Surallah, South Cotabato, Phillipines

S.Y. 2008-2009

**Skills**

* Hard-working, trustworthy, flexible, and easy to get along with
* Able to work under pressure and is highly trainable
* Skilled in Microsoft Office (Word, Excel, PowerPoint)

**Personal Information**

Age: 24 yrs. old

Date of Birth: July 08, 1992  
Place of Birth: Surallah, South Cotabato, Philippines  
Citizenship: Filipino  
Gender: Female

Civil Status: Single

Visa Status: Tourist Visa (valid until: March 08, 2017)

Undersigned attest to the veracity of foregoing bio-data and willing to supply proof of individual claims upon prior notification.