**Joanne**

**C/o- +971505891826**

***Joanne.343357@2freemail.com***

**PROFESSIONAL EXPERIENCE:**

**ADMINISTRATIVE OFFICER cum DIETETIC AIDE**

Anthony’s Restaurant

Region 1 Medical Center Hospital

Dagupan City, Pangasinan Philippines

January 2016 – January 2017

***Job Responsibilities:***

Reports to the manager in charge and is responsible for assisting with preparation of financial statements, maintaining cash controls supervising the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations.Promote good dietary health and treat medical conditions by devising eating plans for patients based on the science of nutrition.

**ADMINISTRATIVE OFFICER**

CREATIVE DISHES AND RECIPES INC.

Region 1 Medical Center Hospital

Dagupan City, Pangasinan Philippines

April 2013 – December 2015

***Job Responsibilities:***

Reports to the manager in charge and is responsible for assisting with preparation of financial statements, maintaining cash controls supervising the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations.

**SALES ASSOCIATE**

SM DEPARTMENT STORE

Tarlac City, Philippines

May 2012 – February 2013

***Job Responsibilities:***

Greet customers when they arrive at the store and ask if they need assistance. Process sales transactions at the POS (point-of-sale) counter. Suggest up sell items to customers based on the items they have chosen. Execute special orders for items that are not in stock or that we do not carry. Call other stores when necessary to find items in stock. Replace merchandise on the shelves, paying special attention to end caps. Arrange special sale and clearance items at the front of the store for maximum visibility. Build rapport with customers and provide them with genuine guidance and support. Train new sales staff as needed by management.

**CASHIER**

SM DEPARTMENT STORE

Baguio City, Benguet, Philippines

May 2010 – March 2012

***Job Responsibilities:***

Received payments in cash, check, credit cards, vouchers, or automatic debits and issue receipts, refunds, credits, or change due to customers.

**SKILLS:**

* Flexible and proactive.
* Good presentation skills.
* Enthusiastic and friendly.
* Communication skills.
* Being able to interact with people from different backgrounds.
* Being able to work with a team.
* Having time management skills.

**PERSONAL INFORMATION:**

Age: 26 years old

Date of Birth: June 3, 1990

Place of Birth: Binmaley, Pangasinan

Religion: Roman Catholic

Citizenship: Filipino

Gender: Female

Language Spoken: English, Tagalog, Pangasinan

Visa Status: Visit Visa

**EDUCATIONAL BACKGROUND:**

TERTIARY Pangasinan State University

 Bachelor of Science in Nutrition and Dietetics

 2006 - 2010

SECONDARY Binmaley Catholic School Inc.

 Binmaley, Pangasinan

 2002 – 2006

PRIMARY Binmaley Catholic School Inc.

 Binmaley, Pangasinan

 1997 – 2002

I hereby certify that the above mentioned data are true and correct to the best of my knowledge.

Joanne