

JULIE ANN

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Abu Dhabi U.A.E

OBJECTIVES:

* A hard worker who is eager to learned. Accepts directions easily and

Willing to investtime and efforts to complete a certain responsibilities. Has a good moral and ethical standard and has good credentials from previous employees.

QUALIFICATIONS:

* Self-motivated and fast learner.
* Able to work effectively even under pressure and with minimum supervision.
* Strong management skills, hardworking, dedicated, trust worthy.

WORK EXPERIENCE:

**FASHION INDUSTRY** (Beirut, Lebanon)

**Office Staff** 2015-2017

* Greet guest upon arrival at information desk.
* Request client order.
* Assist client in any way possible and as the costumers may require.
* Paper Works
* Printing
* Sending Emails
* Arrange dresses in Botique.
* Assemble hose bags, paper bags, hangers in storage areas.
* Carry out additional dutiesin Haute Couture and Ready to Wear Collection
* Make Flowers, Stitching and cutting Macrames and Laces for a dress.
* Maintain Sanitations

**CITY SOCIAL WELFARE & DEV. OFFICE** (Tacloban City, Philippines)

**COMPUTER TRAINOR**2012

* Lecturing related in computer.
* Teaching in Microsoft Word
* Teaching Microsoft Access
* Teaching Microsoft Power Point
* Teaching Microsoft Front Page
* Teaching Expert Typings and sending emails.

**CITY SOCIAL WELFARE & DEV. OFFICE**(Tacloban City, Philippines)

**OFFICE ASSISTANT**(INTERN)

**LEYTE PROVINCIAL HOSPITAL** (Tacloban City, Philippines)

**NURSE AIDE**(INTERN)

EDUCATIONAL BACKGROUND:

**COLLEGE:**

Easter Visayas isayas yState University Environmental Science (2008-2009)

Asia Pacific Career College Practical Nursing in Health Care (2009-2011)

SCALA Training Program Information Communication Technology (2011)

**SECONDARY:**

**VY:es (00CHOOHIGH SCHOOL**

Cirilo Roy Montejo National High School Philippines (2007-2008)

**PERSONAL INFORMATION:**

DATE OF BIRTH : July 07, 1990

PLACE OF BIRTH : Tacloban City, Philippines

RELIGION : Roman Catholic

GENDER : Female

NATIONALITY : Filipino

STATUS : Single

VISA STATUS : Tourist Visa