**HANADEE**

**HANADEE.348736@2freemail.com**

**DESIRED POSITION: OFFICE STAFF /SECRETARY / TELLER / RECEPTIONIST**

 **LADY PHOTOGRAPHER/PHOTO EDITOR/LAYOUT**

 **ARTIST**

**CAREER OBJECTIVE:**

* To obtain a position that will enable me to utilize my creative skills and ability to work well with people.
* To be able to apply my learning skills and professionalism in my chosen field.
* To learn new knowledge, skills and techniques to enhance my profession.
* To obtain an entry-level secretarial position that requires knowledge of computer software, communication skills and organization abilities.
* To obtain a position that will enable me to use my educational background and ability to work well with people, and to maximize my secretarial skills and experience.

**PERSONAL INFORMATION:**

**Nationality**: Filipino **Age:** 26

**Civil Status**: Single **Sex:** Female

**Religion :** Islam **Visa Status:** Tourist Visa

**Date of Birth:** September 30, 1990 **Language:** English / Filipino

**CAREER HIGHLIGHT:**

**FREELANCE PHOTOGRAPHER**

FB PAGE: Hanadee Marohomsar Photography

500px: https://500px.com/mshanadee

February 5, 2014 – August 15, 2016

**Duties and responsibilities:**

* Working with clients to discuss what concept they want.
* Carrying out research and preparation for a shoot.
* working in different locations and in different circumstances to get the right image.
* Discussing technical problems, checking for quality and dealing with clients' concerns.

**TELLER / APPRAISER**

 Western Union / Ravil Pawnshop

 General Santos City, Philippines

 January 10, 2013 – December 15, 2013

**Duties and responsibilities:**

* Smile and greet the customers, giving the customer an information slip.
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
* Arrange monies received in cash boxes and coin dispensers according to denomination.

**LAYOUT ARTIST / PHOTO EDITOR/ PHOTOGRAPHER**

Ricolar Photo Digital Studio

Lanao Del Norte, Philippines

April 11, 2011 – May 15, 2012

**Duties and Responsibilities:**

* Determine desired images and picture composition, enhance, retouch, and resize photographs using own techniques.
* Capture each valuable moment of the client.
* Create permanent visual images for an exceptionally wide range of creative, technical and documentary purposes.

**FOOD AND BEVERAGE SERVICES (ON THE JOB TRAINING)**

Sydney Hotel

General Santos City

April 09, 2015 – May 16, 2015 (240 Hours)

**Duties and responsibilities:**

* Greet guests and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Clear dirty dishes from table.
* Refill beverages throughout the meal.
* Deliver guest’s bill and thank them for dining at the restaurant.

**OFFICE ASSISTANT (On the Job Training – OJT)**

 Ama Computer Learning Center (ACLC)

 Magsaysay Avenue, General Santos City

 June 10,2010- December 10, 2010

**Duties and responsibilities:**

* Answer phones and transfer to the appropriate staff member.
* Monitor incoming emails and answer or forward as required.
* Type documents, reports and correspondence, monitor and maintain office supplies.
* Perform work related errands as requested such as going to the post office and bank.
* Keep office area clean and tidy.

**KNOWLEDGE AND SKILLS:**

**GRAPHICS / LAYOUTING / ENHANCING**

* **Proficient in Adobe Photoshop CS6**

 Photo Enhancing

 Photo Retouching

 Lay outing

 Photo Manipulation

* **Power Director**

Video Editing

* **Adobe Premiere Pro**

 Video Editing

* **Adobe Lightroom**

Photo Enhancing, Color Enhancing and Adjustment

**MICROSOFT OFFICE**

* Microsoft Word
* Microsoft Power Point
* Microsoft Excel.

**CERTIFICATION / AWARDS:**

**Tesda Food and Beverage NC II**

 Issue Date: March 22, 2015

**Infoactive International Training Academy (IITC)**

24 hours of intensive training for graphic design

Issue Date: May 23, 2011

**ACADEMIC QUALIFICATION:**

***BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY***

AMA COMPUTER LEARNING CENTER (ACLC)

GENERAL SANTOS CITY, PHILIPPINES

June 2007– March 2011

***FOOD AND BEVERAGE SERVICES NC II***

 GENERAL SANTOS NATIONAL SCHOOL OF ARTS AND TRADES

 GENERAL SANTOS CITY, PHILIPPINES

 January 2015 – April 2015