**MARIVIC**

**MARIVIC.349230@2freemail.com**

Objective:

To obtain a significant and challenging position wherein I will learn,

 Excel my skills and abilities.

**PERSONAL INFORMATION**

Civil status: Single

Height: 5’0

Date of birth : August 07, 1986

Nationality : Filipino

Religion : Roman Catholic

Gender : Female

Age : 28 years old

Language : Visayan, Tagalog, English

**EDUCATIONAL BACK GROUND:**

**TERTIARY:** Bachelor of Public Administration major in Local Governance

Bukidnon State University, MalaybalayBukidnon City

(2004-2008)

**SECONDARY:** San Andres National High School

 San Andres KadingilanBukidnon

(1999-2004)

**PRIMARY:**Kidalog Elementary School

 San Andres KadingilanBukidnon

 (1993-1999)

**WORK EXPERIENCE:**

**MCDONALDS COMPANY**

 Crew trainer

 From 2011 up to 2013

From July 1, 2013

 Promoted as Crew trainer

**JOB DESCRIPTION:**

* + - Train a new coming crew
		- Help the management team to deliver high quality of food,

Training and paper works etc.

* + - Providing excellent customer service
		- Greeting customers at the door
		- Take order and do suggestive selling/sell up
		- Cashiering or Accepting payment from the customer.
		- Communicating customer orders to kitchen staff

**TWIN PINES INCORPORATED**

 Marketing staff

From Sept.2008 to February 2011)

 #4 Liwayway St., San Juan, Metro Manila

**JOB DESCRIPTION:**

* + - In charge in selling the product
		- Performs any combination of duties to provide customer service
		- Answers questions and provides information to the customers

about the merchandise.

* + - Keep records of sales and prepare inventory of stocks.
		- Making requisition

**SKILLS:**

* + - Computer literate can speak English and tagalog.
		- Ability to work underpressure and meet the targets.
		- Excellence in customer service
		- Multi-tasking
		- Self-oriented
		- Can work with less supervision

**SEMINARS&TRAININGS:**

Office Clerk

Sangguniang Bayan Bayan Office

Municipality of kadingilan

 (2007-2008)

Crew Trainer Class ( Dean’s List )

 Emirates Food Company

 Sharjah, UAE

 January 6-7,2014

I hereby certify that above information is true and correct based on my knowledge and ability.