**IVY**

**IVY.351100@2freemail.com**

**WORK EXPERIENCE**

**Company:**

 **Land Transportation Office (LTO Batangas)**

 **Licensing Division**

Capitol Site Batangas City

 **Position:**

 ***Office Assistant***

 **Date Employed:**

 April 2010 - August 2010

 **Responsibilities**

* Provide assistance to guests and necessary information.
* Clerical jobs
* Immediate Responses to Superiors Request
* Provide accurate information to guest’s inquiry.
* Doing the Student Permit License Photo and Signature through system
* Monitoring License for Release

**Company:**

 **Land Transportation Office (LTO Batangas)**

 **Registration Division**

Areza Group of Companies, Concepcion, Batangas

 **Position:**

 ***Office Assistant***

 **Date Employed:**

 April 2010 – February 2011

 **Responsibilities:**

* Provide assistance to guests and necessary information.
* Clerical jobs
* Immediate Responses to Superiors Request
* Assigned in Documents Control and Safekeeping

**Company:**

 **Homeworld Shopping Corp. (SM City Batangas)**

Pallocan West, Batangas City

 **Position:**

 ***Regular Salesclerk (Linen Department)***

 **Date Employed:**

February 6, 2011 – February 28, 2014

 **Responsibilities:**

* Giving guests an excellent customer service satisfaction.
* Assigned in merchandise focal and display
* Handling and guiding temporary sales personnel.
* Knowledge in ordering Merchandise to ones vendor.
* Checking and Counting merchandise deliveries
* Responsible for any item damaged and lost
* Assigned in supervising my department on my superiors absences
* Aiming for good sales and hitting our daily sales target

 **Achievement:**

* Back to back Top seller of the Month (2012)
* Who’s IT@8 2012 Nominee (Excellent Customer Service Relation Program)

**Company:**

 **Starlite Ferries Incorporated**

Old PPA Bldg. Sta. Clara Pier, Batangas City, Batangas

 **Position:**

 ***Front Desk/ Ticketing Clerk***

 **Date Employed:**

 March 15, 2014 – August 30, 2014

 **Responsibilities**

* Provide assistance to passengers and necessary information.
* Compute and record daily fares and transmittal
* Report and remit money to one’s superior.
* Provide accurate information to passenger’s inquiry.

**Company:**

 **Asian Terminals Incorporated Batangas**

Batangas Port Phase 1, Sta. Clara Pier, Batangas City, Batangas

 **Position:**

 ***Control and CCTV Operator***

 **Date Employed:**

 December 04, 2014-October 2015

**Responsibilities**

* Implement passengers and port safety procedure.
* Focuses on HSES monitoring and implementation purposes.
* Ensure access control and monitoring of all entry and exit points of the facility to include perimeters.
* Conduct monitoring of wind speed and provide necessary information to one’s superior.

**Company:**

 **Asian Terminals Incorporated Batangas**

Batangas Port Phase 1, Sta. Clara Pier, Batangas City, Batangas

 **Position:**

 ***HSES Admin Assistant and Document Controller (Safety Department)***

 Date Employed:

 October 2015 – February 10, 2017

**Responsibilities**

* Maintaining consumable equipment inventories.
* Maintaining filing systems both on electronically and on paper.
* Safekeeping and Controlling of documents procedure
* Scheduling appointments.
* Creating request such as PR’s, RN’s and Cash Advance.
* Receiving deliveries from suppliers and record keeping systems (PPE issuance)
* Helping in preparations for PreMat and taking notes during meetings.

 **Achievement:**

Ang Galing Mo! Award Nominee (March 2016)

 **Professional Strengths**

* Ability to work in a team and under pressure.
* Possess good verbal and written communication skills.
* Good motivator, enthusiastic and open to learn new ideas.
* Ability to handle multiple tasks
* Ability to handle and motivate people

**Skills**

* Basic knowledge in Front Office and Housekeeping
* Knowledge in Travel Agency Operations and Shipping Ticketing
* Applying good customer relation and excellent customer service
* Knowledge in PC Troubleshooting
* Knowledge in Computer Programming
* Knowledge in Office Applications (MICROSOFT Word, Excel, Power Point and Outlook)

**PERSONAL INFORMATION**

Date of Birth September 15, 1991

Place of Birth Dalig, Batangas City

Age 25 years old

Gender Female

Height 5’6”

Weight 68kg

Citizenship Filipino

Civil Status Single

Religion Roman Catholic

 *I hereby certify that the above information is true and correct to the best of my knowledge and as referred by the important names mentioned above.*

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 Applicant Signature