

**Jo-an**

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**PERSONAL SUMMARY**

To excel in my field through hard work, research and perseverance, personal growth and career achievement. Working well under pressure with the ability to remain calm and focused, creates and encourages a positive trustworthy for the company as a whole.

**KEY SKILLS AND COMPENTENCIES**

* Strong organizational, administrative and general reception skills
* Good workload and time management
* Multi- tasks
* Dedicated and driven and proactive
* Confident communicator
* Proficient in Microsoft office

**WORK EXPERIENCE**

**Akis Uno Online shop Online Seller/Marketing and Sales**

March 2012 to present

**Duties and responsibility:**

* Posting clothes, taking photo and give clothes details and price
* Ensuring customer satisfaction
* Packing and do delivery

**Fast Cargo Logistic Inc. Marketing Analyst/ Sales Coordinator**

Cebu City, Philippines Aug 2010- Feb 2012

**Duties and responsibility:**

* Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
* Advise Employer what product is beneficial to produce
* Responding to complaints from customer and give after – sales support requested
* List down minutes of the meeting
* Business travel out of town with the sales team
* Ensure adherence to laws and policies.

**Airlift Asia Inc. Sales Coordinator**

Economic Zone Mactan,Cebu City, Philippines Nov 2007- February 2010

**Duties and responsibility:**

* Assisting the sales department.
* Handling contracts.
* Maintaining business communication with clients.
* Send business proposal to prospect clients.
* Telesales
* Preparing reports and assisting other departments.
* Handle the processing of all the orders and accuracy and timeliness

**RD Pawnshop Inc. Cash teller/ Vault Custodian - Accounting Clerk**

Surigao City, Philippines May 2005- June 2008

**Duties and responsibility:**

* Custodian of daily sales and jewelries.
* In charge of inventory of office supplies
* Responsible for the proper sorting of change bills.
* Thoroughly checking of items release against receipt.
* Receive and verify new appraise items.
* Associate with the customers.
* Receive and count amount from the drawer.
* Make sure that accounts are balance after office hour.
* In charge of jewelries display.

**AMA Computer Learning Center School Librarian /Teacher / Office staff**

Surigao City, Philippines January 2004- May 2004

* Establish and implement library and information policies and procedures.
* Develop and manage convenient accessible library and information services.
* Assist Students
* Educate student according to guidelines provided by the School curriculum for competent education
* Prepare study lesson
* Inspired young mind and ensure that every student achieves their potential
* Assist office work

**Han Phil Joo Corp.**  **Office Staff**

Surigao City, Philippines February 2003- December 2003

* Provide administrative job such as answering phone calls and transfer to designated staff member
* Greet public and clients
* Fax scan and copy documents
* Coordinate and maintain internal staff contact list
* Type documents report and correspondence
* Ensure that office equipment is properly maintained
* Perform work related errands
* Keep office area clean and tidy

**Philippine GATE WAY Hotel Front desk officer / Accounting Staff**

Surigao City, Philippines January 2002- January 2003

* Keeping front desk tidy and presentable
* Greetings and welcoming guest
* Answering questions and addressing complaints
* Receive mails and distribute them
* Check and sort and forward email
* Keep updated records and files
* Take up other duties as assigned

**GSIS, Cebu City Practicum (On-the-job-trainee)**

Cebu City, Philippines October 2001

**EDUCATION**

**College 1997 – 2001 University of San Jose – Recoletos**

 Cebu City, Philippines

**Bachelor of Science in Commerce major in Computer Science**

**High School 1993 – 1997 Surigao del Norte National High School**

 Surigao City, Philippines

**Elementary 1987 – 1993 Surigao City Pilot School**

 Surigao City, Philippines