CATHLYN

Cathlyn.353612@2freemail.com

Distinguishing Qualifications

* + - * 1. Good Communication Skills & Costumer Services.

Knowledgeable in Sales Marketing.

Computer Literate: (Microsoft Office/Excel/Power Point)

Knowledgeable in using Adobe Photoshop.

Reports & Data Encoder.

Handles the job with enthusiasm and patience

Nationality

Filipino

* + - * 1. Languages

English

Philippine Dialect (Tagalog)

VISA STATUS: TOURIST VISA

PERSONAL DETAILS

Date of Birth

Place of Birth

Age

Sex

Height

Religion

Nationality

CAREER OBJECTIVE

To acquire an exigent and knowledgeable position in your company where my knowledge and skills on best practices in the development and implementation of sharing my experience. Maximize my potentials and together with success of the organization.

EDUCATIONAL BACKGROUND

Tertiary Bachelor of Science in Business Administration

2009-2013 “Major in Human Resource Management”

 ST.BRIDGET COLLAGE /M.h del Pilar St., Batangas City, Philippines

**Undergraduate** Lyceum of the Philippines University

2008-2009 “Associate in Computer Technology”

 Makiling Highway, Calamba City, Philippines

Secondary University of Batangas

2003-2007 Hilltop Campus, Batangas City, Philippines

Primary School Libjo Central Elementary School

 1996-2003 Libjo Batangas City, Philippines

: January 24, 1990

: Libjo Central, Batangas City, Philippines

: 26 years old

: Female

: 5.7’’

: Roman Catholic

: FILIPINO

EMPLOYMENT BACKGROUND

OFFICE STAFF BAGMET SKILLS TRAINING CENTER INC.

 Libjo, CallejonBatangas City, Philippines

 (July ‘2014 – November ‘2016)

* Provides both clerical and administrative support.
* Screening all the applicants
* Coordinating and implementing the office procedures, frequently have responsibility for specific projects.
* Oversee and supervise the work of junior staff.
* Most work involves both written and oral communication.
* Scheduling and attending meetings, creating agendas and taking minutes.
* Excel Power point, MS Word processing and typing, organizational and presentation skills, as well as the ability to multi-task and work well under pressure.
* Sorting and distributing incoming post and organizing and sending outgoing post.
* Liaising with colleagues and external contacts to book travel and accommodation.

SALES REPRESENTATIVE ACE HARDWARE

 Pallocan West Batangas City, Philippines

 (Decemeber’ 2013 – June’ 2014)

* Provides both Clerical and Sales Reports.
* Coordinating and implementing the Standard procedures on Marketing Techniques with frequently responsibility for your own products.
* Most work involves on Selling Products with giving the best customer service.
* My ability to multi-task and work well under pressure.
* Sorting and distributing incoming post and organizing and sending outgoing post.
* Liaising with colleagues and external contacts to build a good relationship with the team.
* Maintaining cleanliness and organize the work place.

**JEDS ASSEMBLER & PANTRY BACKUP**

 Jollibee Caedo, Batangas City, Philippines

 (April’ 2013 – October’ 2013)

* Answering phone and taking orders from customer
* Monitoring Supplies and Office needs.
* Arranging products to be delivered
* Preparing what is needed in the Pantry Station
* Assembling the pantry products (pasta and other meal)

 **EXAMINATION / TRAININGS ATTENDED**

2009LEAD WORKSHOP TRAINING

 Leadership Enhancement Curriculum at SHELL FOUNDATION, Philippines

2010 FOOD & BEVERAGES SERVICING

 Lyceum of the Philippines University, Batangas City , Philippines

On confirmation, I declare that the above information provided is true and correct to the best of my knowledge and belief.