***GEOMARIE***

*Address: Sharjah, UAE*

* Email Address:* [*geomarie.355669@2freemail.com*](mailto:geomarie.355669@2freemail.com)

***Objective***

To secure a position in a goal-driven company in need of an active, versatile and hardworking employee who is willing to put time, effort and hard-won experience to the job.

***Summary of Qualifications***

* Self-motivated with strong planning, organizational and leadership skills.
* Articulate communicator, able to interact with diverse populations of clients.
* Constantly maintain excellent working relations with colleagues.
* Strong communication skills
* Proficient in writing and speaking both Filipino and English

***Work Experience:***

**Receptionist Cleveland Resort**

*Antipolo Rizal, Philippines*

*June 2015 – January 2017*

**Duties and Responsibilities:**

* Greet persons entering organization
* Direct persons to correct destination
* Deal with queries from the public and customers
* Monitor visitor access and maintain security awareness
* Provide general administrative and clerical support
* Prepare quotation to cottages, meal orders, room/ticket reservations as requested by the customers
* Receive and sort mail and deliveries
* Maintain appointment diary either manually or electronically
* Report to the superior on a monthly basis

**Secretary (Part Time) Mainstream Construction Contracting Co.**

*Marikina Quezon City, Philippines*

*July 2014 – March 2015*

**Duties and responsibilities:**

* Answer phone calls and redirect them when necessary
* Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
* Prepare and disseminate correspondence, memos and forms
* Support and facilitate the completion of regular reports
* Develop and maintain a filing system
* Check frequently the levels of office supplies and place appropriate orders
* Document expenses and hand in reports
* Undertake occasional receptionist duties

**Retail Sales (Part Time) Bench Philippines (Clothing Shop)**

*SM Masinag Marcos Highway Antipolo,*

*Philippines*

*Oct 2013 – April 2014*

**Duties and responsibilities:**

* Greet and welcome customers to the store.
* Assisting walk-in customers for their needs.
* Processes payments by totaling purchases; , cash, and store or other credit cards.
* Assist in floor moves, merchandising, display maintenance, and housekeeping.
* Assist in processing and replenishing merchandise and monitoring floor stock.
* Conducting month end and years end inventory.

***Educational Attainment***

**Tertiary** **Our Lady of Fatima University**

Bachelor of Science in Accountancy – 89 units 2013 - 2015

**Secondary** **St. John’s Wort Montessori School of Antipolo** 2009 - 2013

**Primary** **St. John’s Wort Montessori School of Antipolo** 2002 - 2009

***Personal Information***

Date of Birth: December 30, 1995

Place of Birth: Antipolo City Rizal, Philippines

Gender: Female

Nationality: Filipino

Religion: Roman Catholic

Marital Status: Single

Languages: English and Filipino

Visa Status: Tourist Visa

***Declaration:***

I hereby certify that the above information is true and correct to the best of my knowledge and belief.