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**Lotis**

**Contact #: C/o 0505891826**

**Email add:** **lotis.358635@2freemail.com**

**JOB OBJECTIVES:**

* Be an asset to the company’s working force.
* To be able to contribute to the productivity and success of your reputable Company as a competent employee.

WORK EXPERIENCE

Company : **Seven Eleven** **7-11 Convenient Store**

Position : **Store Manager**

Address : Global City, Taguig Philippines

 Year : 2010-2013

* Responsible for the overall store management.
* Responsible for handling all the duties and responsibility of all clerks, teaching them on how to enhance customer service and satisfaction.
* Responsible for all the monthly report and the daily reports, surveys, and checking all the daily orders and deliveries.
* Responsible for our daily sales deposits.
* Responsible for hiring a good and responsible employee.

Company : **Waffle Time**

Position : **Officer In Charge and cashier**

Address : La Salle canteen in Alabang

 Year : 2007-2009

* Responsible for handling the clerks to do their tasks.
* Responsible for cashiering and deposits.
* Responsible for checking the everyday stocks, orders and deliveries.

Company : **Institute on Church and Social Issues**

Position : **Checker and Data Encoder**

Address : 2nd flr. ISO Bldg., Social Development complex

 Ateneo De Manila University Campus Loyola Heights, Quezon City 1108

Year : February to March 2002, December 2002 to February 2003

 Responsible for data processing

* Responsible for checking and data encoding of the gathered data from the interviewers and the generation of frequency runs for the KAMANAVA Baseline Survey.

Company : **Institute on Church and Social Issues**

Position : **Field Survey Interviewer / Checker and Encoder**

Address : 2nd flr. ISO Bldg., Social Development complex

 Ateneo De Manila University Campus Loyola Heights, Quezon City 1108

 Year : November 2001 to March 2002

* Responsible for gathering of data and processing
* Responsible for encoding and double checking the data gathered
* Interviewing respondents for KAMANAVA Baseline survey

Company : **Urban Poor Associates (UPA)**

Position : **Research Assistant**

Address : 25-A Mabuhay St. Bgy. Central, Quezon City

Year : 2001-2003

* Responsible for data processing of socio economic data of assigned communities being assisted for the development of their respective community development plans.
* Responsible for gathering data through interviews and Key Informants (KI)
* Responsible for map-making, listing of key indicators, tenure classifications and areas regarding residency

Company **: WOMEN AND GENDER INSTITUTE**

Position : **Field Interviewer**

Address : Miriam College, Katipunan Road Quezon City

Year : September to November 2002

* Participated in the orientation and other meetings of the Field Research and household finance department
* Responsible for interviewing respondents.

**PERSONAL BACKGROUND:**

 Nickname : “Lhot” Weight : 120 lbs

 Date of Birth : August 8, 1977 Religion : Christian

 Place of Birth : Malasiqui, Pangasinan Language : English, Tagalog

 Civil Status : Single

 Citizenship : Filipino

 Height : 5’2”

**SPECIAL SKILLS:** Computer Literate, Microsoft Word, Microsoft excel and Playing musical instruments.

**EDUCATIONAL BACKGROUND**

* **Vocational :** TESDA Quezon City Lingkod Bayan Skills Development Center

**:** Electronics Technician

: March to May 2001 Graduate

* **College :** ACCESS COMPUTER COLLEGE

**Course :** Computer Science

 **:** 1997 to 1999 Graduate

* **Secondary Level :** San Francisco High School (Commonwealth Annex)

1990-1994 Graduate

* **Primary Level :**Payatas-A Elementary School

**:** 1984 to 1990 Graduate

**CHARACTER REFERENCES (upon request)**

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

 **Lotis**

 **Applicant**