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**Sarah**

**Sarah.359129@2freemail.com**

**Summary Qualification**

Seeking an opportunity with a multinational Company / reputable Group where my skills and experience will have valuable impact.

**Competencies include:**

* Hard – working, amiable.
* Self-motivated with strong commitment and loyalty.
* Ability and willingness to work beyond office hours.
* Can work independently as well as in a team setting.

**Career Progression**

* **Scope Works Asia Inc.**

***Quality Control Agent* -** January 17, 2016 – March 17, 2017

* Monitor operations to ensure that they meet production standards.
* Recommend adjustments to the assembly or production process.
* Inspect, test, or measure materials or products being produced.
* Measure products with rulers, calipers, gauges, or micrometers.
* Accept or reject finished items.
* **Dona Jovita Garden Resort Inc**

***Receptionist* -** June 08, 2014 – December 08, 2015

* Answer telephone, screen, direct calls and take and relay messages.
* Greet persons entering organization.
* Deal with queries from the public and customers.
* Ensure knowledge of staff movements in and out of organization.
* Provide general administrative and clerical support.
* **University of the Philippines Planning and Development Research Foundation INC.**

***Admin* (Working Student) -** September 02, 2011 – September 07, 2013

* Prepare other articles, reports, and presentations.
* Collect and analyze data.
* Manage and respond to project related email.
* Attend area seminars and other meetings as necessary.
* Prepare interview questions.

**Academic Achievements**

**Tertiary: SY 2012-2014**

**Philippine Women’s University (CDCEC)**

Alva Center Brgy. Uno, Calamba City

Associate in Tourism Management

**Secondary: SY 2009-2010**

**Lecheria National High School**

Dennis II Subd. Lecheria, Calamba City

**Capabilities and Skills**

 ● Problem Solving

 ● Adaptability

 ● Collaboration

 ● Strong Work Ethic

 ● Time Management

 ● Critical Thinking

 ● Self – Confidence

 ● Handling Pressure

**Personal Details:**

 **Birthplace:** Dubai, United Arab of Emirates

 **Birthdate:** September 06, 1993

 **Nationality:** Filipino

 **Visa Status:** Visit Visa

 **Marital Status:** Single

 **Religion:** Christian

***This is to certify that all the information above is true and correct to the best of my knowledge and belief*.**