**** **Bernadette.360485@2freemail.com**

**Bernadette**

EDUCATION:

North City Central Elementary School (1996-2002)

 Puntod National High School (2002-2006)

 STI College Cagayan De Oro

 Diploma of Information Technology (2007-2009) (Undergraduate)

EXPERIENCE:

**1**. **Secretary/Cashier/Sales Assistant HR Money Changer Cagayan de Oro City (2007 to 2010)**

* Responsible for the income of the store.
* Monitoring and updating the daily sales.
* Monitoring the dollars rate every hour.
* Updating the monthly taxes payment.
* Cashiering and teamwork coordination.
* Sales reporting and sales book Updating.
* Contacting the buyers and sellers.
* Maintaining good image of the office.

**2. Team Coordinator of GJ Events Manila, Philippines (2010 to 2013)**

* Responsible for looking your own team.
* Responsible for the permit of the municipal.
* Monitoring the flow of the event.
* Monitoring the set up.
* Organizing the program flow of the event.
* Organizing the program set up.
* Meeting the client.

**3. Sales Asstisstant/Secretary of GoldMega Pawnshop Cagayan de Oro City (2013 to 2014)**

* Monitoring the gold rate daily.
* Selling and handling the customer with care.
* Making the customer feel safe with the product.
* Assist each and everyone in the shop.
* Appraisal for the Gold.
* Updating the daily sales.

**4. Kuwait Amercana Food Company**

**Cashier/Waitress at Hardee's - Abu Dhabi, UAE (2015 to 2017)**

* Working from frontline to backline.
* Serving food to the Guess.
* The ability to train the New Staff.
* Working on the Suggestive selling.
* Monitoring the daily sales.
* Handling and helping with the managerial work.
* Handling Customers Complain.

Awards:

**Type of Awards Award-Giving Body Date Awarded**

Loyalty Award HR Money Changer, Cagayan de Oro City 2009

Supportive Award HR Money Changer, Cagayan de Oro City 2010

Best team Coordinator GJ Events 2011

Most Creative team GJ Events 2012

Employee of the Month Hardees, Abu Dhabi 2016

Best in Suggestive Selling Hardees, Abu Dhabi 2016

Best in Cashiering Hardees, Abu Dhabi 2016

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 skills :

* Adaptive to work environment.
* Flexible and can do multiple tasks.
* Productive and Efficient worker.
* Fast learner.
* Hardworking.
* Has a good oral and written communication skill both in English and Filipino (Learning Arabic)
* Interested in improving efficiently on assigned task.
* Reliable and approaching.
* Friendly and understanding.
* Working under stress.

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# Computer skills:

•Highly known **MS Office** software (Word, Excel, Power point and Outlook)

Language Skills:

• English

• Filipino (Mother Tongue)

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|  **Furnished promptly upon request** |
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