NAME : Lalaine

Email : [Lalaine.361617@2freemail.com](mailto:Lalaine.361617@2freemail.com)

Citizenship : Filipino

**Career Objectives:**

To be gainfully employed in an organization where I can make full use of my education trainings and abilities for the fulfillment of the organization goals; seeks innovation, professional and challenging position in a prominent organization that would sharpen the ideas and knowledge acquired from the previous work.

**Personal Attributes:**

* Accuracy | Excellent organizational skills | Confidentiality | Planning and Time management
* Initiative | Reliability | Stress tolerance | Customer-service orientation.
* Willingness to work in a flexible schedule and high workload.

**Educational Qualifications:**

**Computer Secretarial** - Year Graduated: April 2000

Integrated Computer School Foundation

Angeles City, Philippines

**Employment Records:**

**Sales Agent (Inbound/Outbound Japan Account)**

Yumihiro Japan International

Trading Company Manila, Philippines

March 2014 – October 2016

*Job Description:*

* Sell specific products and services to consumers.
* Managing incoming and Outgoing calls
* Conduct outbound lead follow-up calls to potential and existing customers via telephone and e-mail to qualify leads and to sell products and services.

**Event Coordinator**

Event Resources Pampanga, Philippines

June 2008 – February 2013

*Job Description:*

* Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events and virtual events.
* Calculate budgets and ensure they are adhered to.
* Book talent, including musicians, bands, and disc jockeys.
* Select chefs or catering companies to prepare food for event.
* Visit venue to plan layout of seating and decorations.
* Coordinate and monitor event timelines and ensure deadlines are met.

**Assistant Teacher**

Green Pasture Day Care Center,

Angeles City, Philippines

May 2005– January 2008

*Job Description:*

* Reinforce lessons presented by Teachers by reviewing material with students one-on-one or in small groups.
* Enforce school and class rules to help teach students proper behavior
* Help Teachers with recordkeeping, such as tracking attendance and calculating grades

**Assistant Teacher**

King James Day Care Center

Mexico Pampanga, Philippines

April 2003 – March 2005  
  
*Job Description:*

* Have content, and curriculum knowledge appropriate to the learners and learning areas of their programme.
* Plan and prepare courses and lessons.
* Teach according to the educational needs of the students assigned to her/him, including the setting and marking of work to be carried out by the student completing their courses of study.
* Assess, record and report on the development, progress and attainment of students.
* Ensures implementation of the appropriate curricula to nurture and stimulate the cognitive needs of students.

***Please Note:* Along with me my certificate’s attested by Department of Foreign Affairs (DFA) and Stamped by Manila UAE Embassy.**

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**Applicant’s Signature**