**CURRICULUM VITAE**

**DANNAH**

**Dannah.363193@2freemail.com**

**EDUCATIONAL BACKGROUND**

* **TERTIARY : BACHELOR OF SCIENCE IN NURSING**

Northern Christian College

 Brgy. 5 Laoag City, Philippines 2900

 SY 2007-2012

* **SECONDARY: LUZONG NATIONAL HIGH SCHOOL**

 Baduang Pagudpud, IlocosNorte, Philippines 2919

 SY 2003-2007

**WORK EXPERIENCE**

**September 20, 2015-Janauary 05, 2017 -Administrative Aide II**

 **Municipal of Pagudpud, Mayors Office**

**Pagudpud Ilocos Norte, Philippines**

**Duties and Responsibilities:**

* Performed word processing, printing and collating documents
* Coordinating with other departments
* Performed light bookkeeping
* Scheduling appointments
* completing all other tasks assigned

**April 07, 2014- July 07 2015 - Financial Advisor and Unit Clerk**

 **Aia Group of Company’s (Philamlife)**

 **Laoag City, Philippines**

 **Duties and Responsibilities:**

* Helps clients plan for their short and long-term financial goals (retirement& education)
* Provides clients investments, tax and insurance advice
* Calculate insurances premiums and fill out business or government form
* Examines files or documents to obtain information’s
* Provide customer service

**January 08, 2013- March 30, 2014 -A&A Dental Clinic Receptionist**

 **Sanicolas Ilocos Norte, Philippines**

**Duties and Responsibilities**

* Front line, the first contact over phone or upon patients arrival
* Makes appointments and maintaining patients account
* Coordinates with the dentist schedule with patients bill with their insurance company
* Prepares the patient, treatment rooms, instruments etc

**PERSONAL INFORMATION**

**AGE** : **25 years old**

**GENDER : Female**

**BIRTHDATE** : **May 31, 1991**

**HEIGHT** : **5’5”**

**CIVIL STATUS** : **Single**

**NATIONALITY : Filipino**

**LANGUAGE : English**

**VISA STATUS** : **ON VISIT VISA**

**SKILLS**

* Highly adaptable, positive, patient-risk taker who is open to new ideas.
* Willing to try new things and interested in improving efficiency in an assigned task.
* Can speak English fluently.
* Can do Multi-tasking
* Computer Literate
* Proficient with Microsoft Word, Excel, and Power Point
* Email and typing skills