Irish

Irish.363396@2freemail.com

Career Objectives

To be part of the development and enhancements of the company, attain a challenging role and position in order to develop my skills and knowledge, and also acquire particular experiences in line with one’s scholastics skills and professional interest.

Qualifications

* Skilled in giving costumer services.
* Erudite in various computer applications.
* Possesses good interpersonal and communications skills and manages multi-tasking effectively.
* Has zest for learning, high stress tolerance and willing to be trained.
* Proven team player, flexible, fast learner and vigilant.
* Goal-oriented, dedicated to be assigned task, and ready to explore and learn new things.

Work Experience

Shakey’sLipa Service Crew

 Lipa City, Batangas

 May – September 2009

 **Job Description**

* *Takes the orders and assists the customers with their needs and inquiries, and provide excellent customer satisfactions.*
* *Follows the code of conduct set by the company.*

SBT Philippines Data Key Entry Assistant

 Accounting Department

 14th Floor, Room 1401, Orient Square Building, F. Ortigas Jr. Ave., Ortigas Center 1605

 February – June 2016

Agile Construction and Data Controller Assistant

Development Inc. J.P. Laurel Highway Tanauan City Batangas

 July 1, 2015 – January 31, 2016

Agile Construction and Admin Assistant

Development Inc. January 31, 2016 – August 31, 2016

 J.P. Laurel Highway Tanauan City Batangas

First Philec Inc. Human Resource Staff

 October 1, 2016 – January 3, 2017

 Second Street Extension, First Philippine Industrial

 Park, Brgy. Ulango, Tanauan City Batangas

Education

De La Salle Lipa B.S. Financial Management

 J.P. Laurel Highway, Lipa City, Batangas

 2009-2010

La Consolacion College of Tanauan B.S. Tourism

Tanauan City, Batangas

 1st Semester, 2010

La Consolacion College of Tanauan B.S. Secondary Education Major in English

Tanauan City, Batangas

2011-2013