

**MARY**

**MARY.364684@2freemail.com**

**CAREER OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, educational attainment, and ability to work well with people.

**EDUCATIONAL ATTAINMENT**

**UNIVERSITY OF THE EAST, MANILA**

Bachelor of Science in Business Administration (Tertiary level) 2007 - 2011

Major in Business Management

  **PASIG CATHOLIC COLLEGE**  (Secondary level) 2003 – 2007

Pasig City (Primary level) 1997 - 2003

**TRAININGS**

**Philippine Airlines**

* Tax Services Division
* Domestic and Passenger Fares and Ticketing Basic

**BUSINESS SKILLS**

**Odanomah Enterprise** – **General Manager** June – October 2011

* Formulating policies, managing daily operations of the business
* Planning the use of every materials and human resources
* Responsible in making decisions for proposed strategic plans
* Gained profits and competed among other companies

**Philippine Interactive Audiotext Services, Inc.** July 2012 - 2013

**Customer Service Representative**

* Giving information on services offered by company
* Handling applicant concerns
* Setting an appointment for the interview

**Al Meera Consumer Goods Company - Cashier**

* Greeting customers and providing exemplary customer service for every transaction.
* Taking payments thru cash, debit/credit cards and vouchers in exchange of the goods sold.
* Assists and handles customer complain.

**WORK EXPERIENCE**

* **Philippine Airlines**

Sales and Services Agent

Domestic and Passenger Fares and Ticketing Basic. January - June 2012

* **Philippine Interactive Audiotext Services, Inc.** July 2012 - 2013

Customer Service Representative

* **Al Meera Consumer Goods Company** November 2013 to Present

Check Out Counter Cashier

**SEMINARS ATTENDED**

**Linkup – The Business Profession to the Different Sectors of the Society**

* POD-CIT Multimedia Room 2, University of the East, Manila

**League of Young Tycoons**

* DLA Naturals Inc. – Office Globe Asiatique Tower II, Boni Edsa, Mandaluyong City

**SKILLS AND COMPETENCIES**

* Able to work under pressure and enjoy work in a challenging environment
* Focused and productive on the job
* Creative thinker and optimistic

**AWARDS**

**Entrepreneurial Venture 2** – Best Food General Manager 2011, October

**Young Entrepreneurs’ Society** – Program Representative

 **Philippine Interactive Audiotext Services Inc.** 2013, June

Customer Service Representative

 Highest QA Score of 100%

**AFFILIATIONS AND ORGANIZATION**

Young Entrepreneurs’ Society November 2010 - October 2011

 Program Representative

 **PERSONAL DATA**

Age: 26

Gender: Female

Date of Birth: January 20, 1991

Place of Birth: Lian, Batangas

Civil Status: Single

Citizenship: Filipino

Height: 62 inches

Weight: 103 lbs.

I certify that the information given is true and correct.