**EVELYN**

**EVELYN.364721@2freemail.com**

**CAREER OBJECTIVE**

 To be employed by an established company where my skills and abilities can be tapped and maximized effectively; preferably a position in Medical or Health Department or any position related assignment that suited my qualification.

**WORK EXPERIENCE**

**COMPANY: ALLIANCE IN MOTION GLOBAL INC.**

**POSITION: Sales Representative/Independent Distributor**

March 2016 to March 2017

**Job Description**

* Presenting, promoting and selling products/services using solid arguments to existing and prospective customers
* Establishing, developing and maintaining positive business and customer relationships
* Coordinate sales effort with the team members and other department
* Reach out to customer leads through cold calling

**COMPANY: YKK TAIWAN CO., LTD.**

**POSITION: Executive Secretary/ Administrative Assistant**

February 18, 2013 to February 5, 2016

**Job Description**

* Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* File and retrieve corporate documents, records, and reports.
* Greet visitors and determine whether they should be given access to specific individuals.
* Prepare responses to correspondence containing routine inquiries.
* Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
* Prepare agendas and make arrangements for committee, board, and other meetings.
* Make travel arrangements for executives.
* Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Manage and maintain executives' schedules.
* Always adhere to all company policies and procedures
* Attend meetings in order to record minutes.

**COMPANY: ABANTE-HERNANDEZ CLINIC**

**POSITION: Health Care Assistant**

February 15, 2011 to January 20, 2013

**Job Description**

* Schedule patients for appointments and procedures
* Take detailed information and record it in database
* Acquire insurance authorizations
* Prepare correspondence and manage incoming and outgoing mail
* Take record patients vital signs, height and weight
* Compile document for billing status
* Giving instructions to the patient with regards to the prescribed medications

**COMPANY: GUESS**

Bay City Mall

D. Silang, Poblacion, Batangas City

**POSITION: Sales Assistant**

June 2008 – December 2010

**COMPANY: ADIDAS**

SM City Batangas

Pallocan West, Batangas City

**POSITION: Sales Assistant**

October 2007 – April 2008

**Job Description**

* Meeting and greeting customers when they enter the shop.
* Operating the till and handling financial transactions.
* Answering queries from shoppers.
* Receiving deliveries from suppliers & performing inventory checks.
* Checking and replenishing stock on displays.
* Undertaking cleaning and housekeeping duties.
* Getting items from the stock room.
* Ensuring the aisles is kept clear for health& safety reasons.
* Making sure baskets are available for customers to use & helping customers find different products within the store.

**SKILLS**

* good working knowledge in MS WORD, MS EXCEL, OUTLOOK, POWERPOINT
* able to multi task
* goal driven
* good communication skills
* good keyboard skills and be confident using technology

**EDUCATIONAL QUALIFICATION**

**Tertiary** : **Bachelor of Science in Nursing**

 Lyceum of the Philippines University

 Capitol Site, Batangas City

 2003 – 2007

**Secondary** : Bauan Municipal Agricultural and Vocational High School

 1999 – 2003

**Primary** : Baguilawa Elementary School

 1993 – 1999

**TRAININGS AND SEMINAR**

***“Basic IV Therapy Training course”***

 Bauan Doctors General Hospital

 March 10, 2007

***Intensive Training on Basic & Advance Life Support***

 CERS-ICEA

 International Continuing Education ambassadors

January 22, 2009

***“Building Competencies in Managing Surgical Instruments”***

Mary Mediatrix Medical Center

September 24. 2009

***“Enhanced Maternal and Child Care Towards at Healthy Nation”***

MCNAP Seminar

Freedom Hall, SHL Building, Lyceum of the Philippines – University

February 02, 2006

***“Health Maintenance Organizations and Phil Health Services”***

Arsenio “Dojie” Laurel Sports Arena, Lyceum of the Philippines Batangas

***“Youth Volunteer Orientation Course”***

“Basic Leadership Training for Red Cross Youth”

“Youth Leadership Formation Course”

Philippines National Red Cross – Batangas Chapter

February 22 – 24, 2010

***“Therapeutic Communication Techniques in Psychiatric Nursing”***

Practicing Responsible, Assertive and Caring client Interaction

By: Dr. Shiela L. Videbeck

SM City Batangas Event Center, Batangas City

July 27, 2010

***Global Preparedness for Filipino Nurses***

Freedom Hall

New SHL Building, Lyceum of Batangas

October 24, 2006

**PERSONAL INFORMATION**

 **Date of Birth** : April 30, 1986

**Place of Birth** : San Agustin, Bauan, Batangas, Philippines

**Age : 30**

**Height : 5’5**

**Civil Status** : Single

**Nationality** : Filipino

**Visa Status** : Tourist Visa

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*