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**Jamielyn**

**Jamielyn.365108@2freemail.com**

**Objective**

To find avenues wherein in I can effectively exercise, refine and share the knowledge, skills and abilities gained from education and experiences, and to gain new knowledge necessary for the development of my personality and career path.

**Personal Assessment and Qualification**

* Ability to speak English fluently.
* Ability to adapt different culture and computer literate (Microsoft office).
* Discipline, fast learner, flexible, organize and can adapt multitasking activities.
* 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.
* Experience in sales assistance at famous shopping mall in the Philippines.
* Providing excellent customer service as per the standard of the company.

**Work Experienced:**

**NURSERY ASSISTANT SUPERVISOR**

**Canadian Kids Nursery**

**Dubai United Arab Emirates**

(October 10, 2016 – February 23, 2017)

* Distribute Teaching materials such as textbooks, papers, and pencils to students.
* Distribute tests and homework assignments, and collect them when they are completed.
* Enforced administration policies and rules governing students.
* Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
* Observe students performance, and record relevant data assess progress.
* Organize and label materials display student’s work in a manner appropriate for their eye levels and perceptual skills.
* Organize and supervise games and other recreational activities to promote physical, mental, and social development.
* Plan, prepare, and development various teaching aids such as bibliographies, charts, and graphs.
* Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
* Provide extra assistance to assistance with special needs, such as non – English – speaking students or those physical and mental disabilities.
* Take class attendance, and maintain attendance records.
* Laminating teaching materials to increase their durability under repeated us.

**Sales Associate**

**Nike Store**

**SM NORTH EDSA**

Manila, Philippines

(June 15, 2015 April 9, 2015)

Functions:

* Greet customers as well as offering them good and quality service.
* Actively assist deals and attends to the need of customers.
* Grant request of customers on getting new stocks, sizes and other designs of the product.
* Organize products.
* Upsell products
* Process cash transactions at the registered post.
* Bagging product purchase by a customer.
* Inventory of products before leaving.

**ADMINISTRATIVE OFFICE SUPPORT**

**STEELTECH-NUEVA VIZCAYA, PHILIPPINES**

**(July 10, 2014–December 15, 2014)**

**DUTIES and RESPONSIBILITIES**

* Performs administrative support/tasks to one or more key Executives in the organization. Handle confidential information and employees records in addition to other technical responsibilities such as compiling reports, contracts, furnishing information, scheduling meetings, and preparing agendas, responding to routine correspondences.
* Handles busy lines, answering queries and message and forwarding to the right department.
* In-charge of making invoices and quotations, follow up payments through fax, calls or e-mail.
* Preparing invoices to be sent and follow-ups for payments.

**EDUCATIONAL ATTAINMENT:**

Degree: Bachelor of Science in Office Administration

Saint Mary’s University Bayombong, Nueva Vizcaya

(2011-2015)

**Character References:** Available upon request

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