Cynthia

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**CAREER OBJECTIVE**

To obtain a responsible position in a well-established organization that recognizes achievement and rewards performance, that will enable to fully utilize my vast experience proficient in office skills.

**SUMMARY OF QUALIFICATION**

My flexible experience in different kinds of jobs gives me support and confidence. Advance knowledge in computer application, Networking and Computer skills proficiency in Microsoft Office (Word, Excel) Excellent written and communication skills in English, Willing to work in complex environment projects.

My Experience and knowledge have prepared me to take on more responsibility, Excels at multi-tasking in a fast-paced environment, completing projects within time and knowledgeable in all aspect of job responsibilities.

* Fast learner, willing to learn, open to changes, productive, has fiscal & administrative flexibility, competent, morally upright, motivate, ability to adapt easily to a new work environment with minimal supervision and can keep confidentiality.
* Background reflects strong organizational skills in implementing office procedures and coordination of systematic workflow to produce high quality work ensuring speed and accuracy.
* Administration
* Documentation

**SKILLS**

* Comprehensive knowledge in Microsoft Office such as MS Word and Excel
* Communicate well in English and has a good public relations skill
* Has high moral and work ethical standards
* Operates and run through Public Relation System
* Can work independently or as a member of a team

**PROFESSIONAL EXPERIENCE**

**Company Name** : **Morning Dew Montessori**

**Designation** :Assistant Pre-School Teacher

**Period** :May. 19, 2014 to December 09, 2016

**Address** :Cainta Rizal, Philippines

**Duties and Responsibilities**

* Provide a variety of materials and resources for children to explore, manipulate and use , both in learning activities and in imaginative play
* Teach basic skills such as colouring, shape, number and letter recognition, personal hygiene, and social skills.
* Read books to entire classes or to small groups.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Observe and evaluate children's performance, behaviour social development, and physical health.

**Company Name** : **East Car’s Automotive**

**Designation** :Sales Representative

**Period** :July 23, 2011 to December 2013

**Address** :Santolan Pasig, Philippines

**Duties and Responsibilities**

* Attending Customers inquiries and phone calls
* Encoding customers information
* Specializing in providing auto demonstration on second hand cars

**Company Name** : **AUTO CAMP**

**Designation** :Sales Representative specialize in Auto Demo

**Period** :August 20, 2008 to December , 2011

**Address** :Manila, Philippines

**Duties and Responsibilities**

* Specializing in Auto Demonstration, Financial assistant and buying and selling second hand cars

**Company Name** : **Grand Villa Resort and Restaurant**

**Period** :August 01, 2006 to June 06, 2008

**Designation** :Waitress

**Address** :Manila, Philippines

**Duties and Responsibilities**

* Responsible for the orders and needs of the costumer through phone calls and walk in.
* Handling cash invoices and payments
* Encoding daily transaction in the system.
* In charge for the stocks inventories.
* Have a good etiquettes and response to the costumers
* Giving a feedback reports directly to the head supervisor.
* Responsible for the cleanliness of the respective area.

**Company Name** : **Sister’s Camillian Bahay- Kanlungan**

**Period** :April 1, 2006 to May 06, 2006

**Designation** :Caregiver ( on job training )

**Address** :Manila, Philippines

**Duties and Responsibilities**

* Specializing in providing Immediate Care for Elder and Children such as giving medicine, supervising them in feeding, bathing, supporting then in walking and doing exercise.
* Responsible for the routine for their medicine and time to time checking.

**Company Name** : **Filinvest Land Incorporated**

**Period** :February to August - 2003

**Designation** :Account Servicing

**Address** :Manila, Philippines

**Duties and Responsibilities**

* Specializing in providing financial assistant, this service includes counter serviciving, encoding, filing, securities, trading and assets**.**

**Company Name** : **Corporate Technology Inc.,**

**Period** :May 07, 2002 to January 30, 2002

**Designation** :2nd Corporate Assistant Staff

**Address** :Manila, Philippines

**Duties and Responsibilities**

* Specializing in installing human resources technology, these service includes monitoring of payroll system, company’s data and orienting new personnel for the company.

**Company Name** : **Hantec International Ltd.,**

**Period** :May 07, 2001 to April 2002

**Designation** :Account Executive

**Address** :Manila, Philippines

**Duties and Responsibilities**

Specializing in providing financial and leveraged foreign exchange sevice to customers. These service includes foreign exchange trading, securities trading, global market monitoring, insurance, savings fund and technical analysis from manila to Hong Kong.

**Company Name** : **Citi Bank N.A**

**Period** :December 11, 2000 to September 30, 2001

**Designation** :Telemarketing

**Address** :Manila, Philippines

**Duties and Responsibilities**

* In charge for calling prospective applicants and providing them information regarding comprehensive benefits package of owning such card. Conducting phone interview with applicants to gather information to complete all their requirements and processing, Handling inquiries regarding account status.

# EDUCATIONAL BACKGROUND

**Course : ICCT COLLEGES**

Soliven Avenue II Cainta Rizal

**Caregiver (Academic) 6 months**

**Course : Bachelor of Commerce Major in Management**

Centro Escolar University,

Manila –Philippines

1996 - 2000

**Secondary: Roosevelt College**

Manila –Philippines

1992 - 1996