

Lorna

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**OBJECTIVE**

* Willing to work in a dynamic, challenging and growth oriented company that allows me to utilize my knowledge and experience to contribute for the growth of the organization. Willing to start immediately.

**EMPLOYMENT SKILLS**

* Developed ability to work in a fast paced environment
* Ability to follow instructions well
* Delegated responsibilities to employees to meet Company’s expectations
* Sincere, honest, dynamic and hard – working
* Ability to interact with all kinds of people
* Good in oral and written communication and computer literate

**EMPLOYMENT HISTORY**

**BIG APPLE EXPRESS SPA**

Level 1, Marquee Mall, Francisco G. Nepo Ave. Pulung Maragul, Angeles City

**Front Desk Officer / Receptionist / Supervisor**, September 2011 – December 2016

Responsibilities include:

* General Correspondence
* Maintaining and updating files
* Handling incoming and outgoing calls
* Attending clients / customers inquiry
* Banking transactions
* Preparing daily, weekly and monthly financial reports
* Office/spa supplies monitoring
* Daily Time Card checking
* Daily evaluation for the Massage Therapist

**HAU ALUMNI ASSOCIATION INC.**

2nd Flr. HAU Main Bldg., Sto. Rosario St., Angeles City

**Office Secretary/Admin Assistant**, January 2009 – May 2011

Responsibilities include:

* General Correspondence
* Maintaining files
* Receiving and sending E-mails
* Updating Alumni Records
* Preparing the minutes of the meeting
* Handling incoming and outgoing calls
* Attending visitors
* Banking transactions such as daily deposits, withdrawals, requesting of bank statements
* Preparing monthly Financial Report and balancing checking account
* Handle accounts receivable, payable and maintain all accounting report

**SM CITY CLARK**

**Clarkfield, Pampanga**

**Sales Associate / Cashier,** February 2008 – December 2008

Responsibilities include:

* Operating cash registers, maintaining an orderly store and helping customers regarding their inquiries.

**KAJIMA PHILS. INC.**

12th Flr. Makati Sky Plaza Bldg., Ayala Avenue, Makati City

**Receptionist /Admin / HR Staff**, January 2007 – January 2008

Responsibilities include:

* General Correspondence
* Handling incoming and outgoing calls
* Maintaining and updating files
* Attending visitors
* Bookings (ticket and hotel) for guests
* Office Supplies Monitoring
* Time Card Checking

**BCD PINPOINT DIRECT TELEMARKETING INC.**

4th Flr. Bloomingdale Bldg., 205 Salcedo St., Legaspi Village, Makati City

**Project Telemarketer**/**Customer Service Representative**, January 2006 – January 2007

Responsibilities include:

* Making outgoing calls to market the project handled and to meet quota
* Operates fax machine

**EDUCATIONAL BACKGOUND**

**HOLY ANGEL UNIVERSITY TERTIARY**

Sto. Rosario St., Angeles City

**Bachelor of Science in Computer Science**

S.Y. 2001 - 2005

**PERSONAL BACKGROUND**

Birthdate November 26, 1983

Place of Birth Concepcion, Tarlac

Civil Status Married

Religion Roman Catholic

Dialects Tagalog, English

Visa Status Tourist Visa