**LORIE**

**BACHELOR OF SCIENCE IN BUSINESS**

**ADMINISTRATION**

**MAJOR IN FINANCIAL AND MANAGERIAL**

Visa Status | **Tourist Visa**

**JOB OBJECTIVE**

Obtain a position, where I can maximize my management skills, quality assurance, program development, and training experiences. And to make used of my ability to perform a job and impart my knowledge, skills and experiences be challenge with responsibilities.

**EMPLOYMENT OVERVIEW**

**CEBUANA LHUILLIER PAWNSHOP & MONEY REMITTANCE Tarlac - Philippines**

**BRANCH AND CLIENT RELATIONS MANAGER |***March 2003 to March 2017*

***Primary Function***

* Primarily responsible for ensuring that the branch within my span of control is operating with the Company/regional objectives, procedures and policies. Directly supervises and evaluates all personnel in the branch. Appraises items and ensures quality service to clients. Helps enhance the corporate image to be able to generate more business for the Company.

***Broad Functions***

* Branch Operations Planning and Monitoring
* Item Appraisal and Monitoring
* Spot Checking of items and cash
* Preparation of Rematado Items for Pull-out
* Customer relations
* Management
* Sales Monitoring
* Performance Management

**FARM HOUSE RESORT**

**Tarlac – Philippines**

**FRONT DESK RECEPTIONIST |** *January**–**December 1998*

***Primary Function***

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquires
* Directs visitors by maintaining employee & department directories; giving instructions; issuing visitor badges
* Maintains security by following procedures; monitoring logbook
* Maintains continuity among work teams by documenting and communicating actions, irregularities & continuing needs.
* Contributes to team effort by accomplishing related results as needed

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

**LORIE**

*Applicant*

PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| Email | | | Lorie.369017@2freemail.com  |
| Date of Birth | | | August 18, 1979 |
| Place of Birth | | | Tarlac, Philippines |
| Gender | | | Female |
| Nationality | | | Filipino |
| Civil Status | | | Married |

TRAININGS & SEMINARS

* Diamond Appraising Workshop
* Problem Analysis & Decision-Making Workshop
* Basic Supervisory Skills
* Gold Appraising Workshop

KEY COMPETENCIES

* Teamwork
* Leadership
* Decision-Making
* Trustworthiness & Ethics
* Proficient in verbal & written communication
* Can work under least supervision
* Superb customer service
* Microsoft Office

EDUCATIONAL ATTAINMENT

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

***Tarlac State University – Philippines***

**Major in FINANCIAL & MANAGERIAL ACCOUNTING**

Graduated | 09.April.2003