**JANINE**

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**CARRER OBJECTIVES**

To acquire an entry-level position which I am competent and where skills, education and potential can be the most productively utilized towards the achievement of both institutional and personal goals.

Skills:

COMPUTER KNOWLEDGE - in MS WORD, MS POWERPOINT, MS EXCEL, INTERNET, EMAIL ETC.

STRENGTH AND CAPABILITIES - HARDWORKING, TEAM PLAYER AND FAST LEARNER.

**WORK EXPERIENCE:**

SALES DEMO (MERRELL BRAND) October2013-january 2015

**Duties and responsibilities:**

=greet costumers when they arrived at the selling area and ask if they need assistance.

-arrange special sale clearance items at the front of the store for maximum visibility.

=answers customers questions concerning location, price and use of merchandise.

JING CITY CLUB (SOLLAIRE RESORT AND CASINO) VIP WAITRESS February 2015-April 2017

**Duties and responsibilities:**

-welcoming and greet the guest.

-offer welcome drinks, beverage and appetizers.

-take orders and provide information about menu items.

-keep contact eye on the table to gauge needs and fulfill them immediately.

-dealing with costumer concern and complains in an effective way.

-able to work well within a team.

**EDUCATIONAL BACKGROUND:**

TERTIARY: Megabyte College of Science and Technology

Mabical, Floridablanca, Pampanga.

COURSE: Computer Programming (2010-2012)

SECONDARY: San Roque dau high school

San Roque dau 1stlubao, Pampanga. (2004-2008)

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