**Rose**

[*Rose.370883@2freemail.com*](mailto:Rose.370883@2freemail.com)

**OBJECTIVES**

To contribute and enhance the value of professionalism with regards to work. To assume a position where I can adopt the sense of competitiveness and productiveness in the organization where I can be a pride and an epitome of excellence.

**WORK EXPERIENCE**

**Department of Environment and Natural Resources –**

**Community Environment and Natural Resources Office, Dinalupihan**

RPLS, Roosevelt, Dinalupihan, Bataan

January 3, 2017 – June 16, 2017

**Executive Assistant/Secretary**

***Duties and Responsibilities***

* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.

**Department of Environment and Natural Resources –**

**Community Environment and Natural Resources Office, Dinalupihan**

RPLS, Roosevelt, Dinalupihan, Bataan

January 5, 2015 – December, 2016

**Data Encoder**

***Duties and Responsibilities***

* Transcription, scanning of documents and maintaining backups of data entered.
* Give an accurate and even complete data that is necessary to the needs of the company.
* Correct data entry errors and store documents in the correct location.
* Provide assistance to one’s superior by encoding the right information or data needed.
* Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity

**Department of Environment and Natural Resources –**

**Community Environment and Natural Resources Office, Dinalupihan**

RPLS, Roosevelt, Dinalupihan, Bataan

July 15, 2014 – December 31, 2014

**Clerk**

***Duties and Responsibilities***

* Answer telephone calls, direct calls and take messages.
* Compile, copy, sort and file records of Office activities and other activities.
* Operate Office machines, such as printer, scanner and personal computers.
* Open, sort and route incoming mail, and answer correspondence.

**Ronnie and Celia Internet Café and Gaming Station**

Sta. Isabel Dinalupihan, Bataan

August, 2010 – March, 2013

**Cashier**

***Duties and Responsibilities***

* Receive payment by cash from the customer.
* Issue change due to customers.
* Greet customers entering establishment.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Compute and record totals of transaction.

**College of Subic Montessori**

Sta. Isabel Dinalupihan, Bataan

May – June 2012 (200 hours)

**Computer Programmer and Data Encoder (On-the-Job-Trainee)**

***Duties and Responsibilities***

* Transcription, Scanning of documents and maintaining back ups of data entered.
* Give an accurate and even complete data that is necessary to the needs of the company.

**Red Camia Supermarket**

Sta. Isabel Dinalupihan, Bataan

January, 2009 – March, 2011

**Saleslady**

***Duties and Responsibilities***

* Work with customers with the most cheerful and pleasant disposition
* Communicate and assist customers in any way possible and as the customers may require
* Process or help process payments made by the customer – whether by in cash or credit card

**PERSONAL INFORMATION**

**Age**  : 22

**Date of Birth** : September 6, 1994

**Place of Birth** : Dinalupihan, Bataan

**Gender** : Female

**Civil Status** : Single

**Citizenship** : Filipino

**Height** : 5’4”

**Weight** : 120 lbs.

**Visa Status**  : Visit Visa