**CURRICULUM VITAE**

**MARIE**

[**MARIE.372116@2freemail.com**](mailto:MARIE.372116@2freemail.com)

**CAREER OBJECTIVE:**

* to efficiently utilize my knowledge and skills in the business force arena as a tool for the betterment and attainment of company’s missions, visions, goals, and standards

**PERSONAL ATTRIBUTES:**

* Hard working and honest
* Excellent telephone manner
* Dedicated and success oriented
* Articulate and good communicator
* Able to work effectively in a fast busy office
* Ready to apply knowledge and willing to learn more
* Self-confident with professional and interpersonal attitude

**WORK EXPERIENCE:**

1. **STAR CYCLE MOTORS**

District of Toril, Davao City, Philippines

1. **Marketing Officer**

June 27, 2016 –June 21,2017

**DUTIES AND RESPONSIBILITIES:**

* Interface with customers and prospects in order to support a systematic identification of their needs.
* Develop a proactive and advisory-driven distribution of the full range products which the company offers.
* Take promotion activities by organizing road shows for new product launch or reactivating the marketing of existing products.
* Arrange, support, and participate in client calls and help them in identifying the product of their needs.
* Do sales analysis, arranging meetings with customers and do necessary survey as and when the company demands

1. **MAGSIGE MULTI-PURPOSE COOPERATIVE**

District of Calinan, Davao City, Philippines

1. **Teller Officer**

November 2015 – April 2016

**DUTIES AND RESPONSIBILITIES:**

.

* Receive and pay out money.
* Keep records of money and negotiable instruments involved in a financial institution's various transactions.
* Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
* Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.

**SEMINARS AND TRAININGS:**

***Computer Software Enhancement Training,*** Raissa Computer Center, Calinan, Davao City, May 2016

***On-the-job Training***, MAGSIGE-MPC, Bukidnon Road, Calinan, Davao City, November 2015 – April 2016.

***Entrepreneurial Seminar***, Holy Cross College of Calinan, DatuAbing Street, Calinan, Davao City, July 22, 2015.

***Seminar Workshop on Statistical Tools***, Holy Cross College of Calinan,

Calinan, Davao City, September 4, 2015.

***Leadership Seminar***, Holy Cross College of Calinan, Calinan, Davao City July 27-28, 2013.

***Team-Building Workshop***, Holy Cross College of Calinan, Calinan, Davao City, September 12, 2012.

**SPECIAL SKILLS:**

* COMPUTER SOFTWARE
* CUSTOMER SERVICE
* SINGING

**PROFESSIONAL QUALIFICATION:**

* **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

MARKETING MANAGEMENT – APRIL 2016

Holy Cross College ofCalinan, Calinan, Davao City

**PERSONAL INFORMATION:**

Date of Birth: MARCH 28, 1995

Age: 22

Place of Birth: DAVAO CITY, PHILIPPINES

Citizenship: FILIPINO

Gender: FEMALE

Marital Status: SINGLE

**AVAILABILITY TO JOIN:** ANYTIME