***ALFREDA***

*Gmail:* [*alfredo.380136@2freemail.com*](mailto:alfredo.380136@2freemail.com)

***CAREER OBJECTIVE:***

***To look at the opportunities working in the company that has a lot of*** *potentials that will build not my skills and experiences, but also to be part of an organization that provides career growth and will allow me to scope upward movement.*

***WORK EXPERIENCES***

**Shadow Teacher**

*Mr. and Mrs. David*

***Duties and Responsibilities:***

* Complies with all rules and policies in regards to safety.
* Assists Lead Teacher in the development of each child’s individual goals and objectives.
* Sets up and maintains appropriate learning environment.
* Attends and participates in required meetings.
* Collateral contact with therapists and other members of the child’s team is conducted in a professional manner.
* Maintains accurate daily progress notes, data collection, attendance records and completes all paperwork in a timely manner.
* Maintains discretion and confidentiality of child and family information at all times.
* Alerts Lead Teacher to any problems or social information about an individual child.
* Assumes temporary responsibility for the learning environment in the absence of the Lead Teacher.
* Performs daily activities such as, but not limited to, reading, playing and doing activities with the children, changing diapers, food preparation, as well as the cleaning and organizing of the physical space.
* Functions as a teacher or a shadow in inclusionary settings.
* Actively participates in pre-service and in-service information and training sessions.
* Performs such other appropriate and position-related duties and assumes such other responsibilities as the Lead Teacher, Program Coordinator and/or the Program Director may assign.

**SALES PROMOTER**

*THE THOUGHT FACTORY*

***Duties and Responsibilities:***

* *Demonstrate and explain the products.*
* *Reaching out to potential clients and convincing the products.*
* *Reaching sales goals goals and then working towards meeting them in the long run.*

***CASHIER (CSR)***

*REEL CINEMA, DUBAI MALL*

***Duties and Responsibilities:***

* *In-charge in the issuance of cinema products (box office tickets) to maximize profits.*
* *Communicate effectively with colleagues and guests.*
* *Establish and maintain effective working relationships.*
* *Attend and participate in training sessions as required by management and HR.*
* *Responsible for the efficient arrangement of the counter.*
* *Monitor and maintain cash flow, ensuring that there are no shortages.*
* *Perform the duties as required by the operation needs of the cinema.*

***OFFICE ASSISTANT***

*Philippine Air Force (office of the chief Nurse)*

*Villamor Air Base, Pasay City*

*Manila, Philippines*

***Duties and Responsibilities:***

* Incoder of all documents assign
* Received and send emails
* Received incoming and outgoing calls
* Follow up the schedules of all staffs
* Help my superior to get Blood Pressure to patients

***DATA ENTRY OPERATOR - Laws Textile Phils. LTD., INC***

*Veterans Center, Veterans Road, Taguig City Metro Manila, Philippines*

*April 2003 to July 2005*

***Duties and Responsibilities:***

* *Typing/Encoding of quotation*
* *Sending of quotation thru email & fax*
* *Prepares Delivery Order*
* *Filing of all the quotations and supporting papers*

***Saleslady-BENCH***

*Pasay, Philippines*

***Duties and Responsibilities:***

* *Be attentive and politeas apart of customer service*
* *Smile and great the customer*
* *Scanning of customer item*
* *Packing of their item after the bill was given.*

***Educational Attainment:***

*COURSE* : Bachelor of Science in Computer Studies

Specialized in Airline Operation and Procedures

Tertiary : Philippine State College of Aeronautics- Pasay City

(Date Graduated: March 2003)

Secondary : Wright Vocational School- Paranas, Western Samar

(Date Graduated: March 1997)

Primary : Jiabong Elementary School-Jiabong, W. Samar

(Date Graduated: March 1993)

***PERSONAL BACKGROUND****:*

Birthday : November 11, 1980

Civil status : Married

Place of birth : Samar

Gender : Female

Citizenship : Filipino

Visa Status : Husband Visa

*I hereby certify that above statements are true and correct to the best of my knowledge and belief.*