**AMERPHIL** 

Email address: [amerphil.380286@2freemail.com](mailto:amerphil.380286@2freemail.com)

OBJECTIVE: To deliver my duties to the fullest satisfaction of the superiors and subordinates and teach responsible position in the future, work for the betterment of the company in any circumstances.

**PERSONAL INFORMATION**

Date of Birth: March 17, 1991  
Place of Birth: Cebu City

Citizenship: Filipino  
Sex: Female

Age: 27years old

Civil Status: Single

**EDUCATIONAL ATTAINMENT**

Tertiary: University of Cebu

Bachelor of Science in Hotel and Restaurant Management

Sanciangko St., Cebu City

March 2013

Secondary: University of Cebu

Sanciangko St., Cebu City

March 2008

Elementary: Kalunasan Elementary School

Upper Kalunasan Cebu City

March 2004

**WORK EXPERIENCE**

* **UNITED COCONUT PLANTERS BANK**

Bank Teller

June 2015-September 2016

Sales Associate

September 2016-December 2017

CICS (Check Image Clearing System)

February 2017-December 2017

* **oDesk (online work industry)**

Data Entry

Lower Kalunasan, Cebu City

June 2013-March 2014

* **Taft Property**

Property Specialist

One Mango Avenue, Cebu City

April 2014-June 2014

* **On-the-Job Training**

Front Office Department

Crown Regency Cebu

Osmeña Boulevard, Cebu City

January- May 2013

* **On-the-Job Training**

Receptionist/ Front Office Department

Cebu City Waterfront Hotel

Salinas Dr, Cebu City

January- April 2011

**Achievement:**

SK Councilor (Barangay Kalunasan)

2008-2010

**SKILLS**

* Possess certain attitudes and qualities to succeed.
* Comfortable giving service to others.
* Approachable and friendly while maintaining professionalism.
* Effective communicator, both written and oral English.