# RACQUEL

# [racquel-391396@2freemail.com](mailto:racquel-391396@2freemail.com)

Experience 6 years

Previous HR Administrative Assistant, Private tutor, Training coordinator and Secretary

Education Southwestern University

Masters in Human Behavior and Organization Management/ (2013) Nationality Filipino



# EXECUTIVE PROFILE

A resourceful and ambitious person who has great passion in teaching and who is comfortable taking responsibility and acting independently to meet established objectives.

# EDUCATION

* Professional Secretarial Course, 2019
* Effective Classroom Management Strategies, 2019
* Masters in Human Behavior and Organization Management, Southwestern University, 2013
* Bachelor’s degree in Computer Engineering, Cebu Institute of Technology, 2010

# WORK EXPERIENCE

**Octus Mindz Training Dubai, UAE**

September 2018 – present

* Teaching English language to children aged 5-7 as an after school activity
* Coordinated with families in support of student learning.
* Facilitate activities and exercise for kids can build their self-esteem, confidence and become independent individuals
* Help learner with homework for school subjects including English, Mathematics and Science

# Skyrocket Training Center

**Dubai, UAE**

May 2016 – August 2018 (Summer camp)

* Provides support, help and the experience needed for children’s educational activity
* Help kids accomplish their tasks as they work and play
* Developed comprehensive course content for kids can build their self-esteem, confidence and become independent individuals

# Convergys Philippines

**Cebu City, Philippines**

April 19, 2010 – April 25, 2015

# Customer Service Representative

* Document customer transaction accurately in the appropriate systems
* Responsible for order fulfilment, and ensuring accurate input of sales order & purchase order to the system
* Manage the workflow and team back up, to ensure that order processing is smooth, timely and efficiently handled
* Coordinate with co-workers lead personnel and other departments when necessary

# Ace Pools, Inc.

**Paranaque City, Philippines**

May 4, 2015 – Feb. 10, 2016

# HR Administrator

* Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
* Maintain employee records (soft and hard copies)
* Liaise with external partners, like insurance vendors, and ensure legal compliance
* Prepare HR documents, like employment contracts and new hire guides