**Name**  : **JUDY**

[**JUDY.315594@2freemail.com**](mailto:JUDY.315594@2freemail.com)

**CAREER OBJECTIVE:**

*Pursuing a challenge position in a developing process of self and skills in addition to use my talent and potentials in all places, look further, improve my career into the right direction, I wish someday I’ll find myself in the right place and work on this goal, keep in mind never stop learning.*

**WORK EXPERIENCE:**

**Quirino Electric Cooperative**

**3401 DiffunQuirino, Philippines 2015-2016**

**Designation: Filling/Encoding**

**Roles & Responsibilities:**

* Check source documents for accuracy.
* Obtain further information for incomplete documents.
* Combine and rearrange data from source documents where required.
* Store complete documents in designated locations.
* Encode the necessary data give a complete, accurate and organized manner that is Important to the needs of the company or any entity.
* Maintain receipts & payment entries.
* Doing other duties as assigned.

**B-third Greggy Boy**

**Barbershop, 3401Diffun, Quirino,Philippines**

**2011-2013**

**Designation: Cashier**

**Roles & Responsibilities:**

* Discuss service options or needs with clients.
* Perform administrative or clerical tasks.
* Sell products or services, Promote products, services or programs
* Perform clerical and administrative duties such as keeping records, paying bills, and hiring and supervising personnel.
* Maintain financial or account records.
* Record services provided on cashier’s receipt or receive payment from customers.

**Golden J restaurant**

**3401 Diffun Quirino3401Diffun, Quirino,Philippines**

**2010-2011**

**Designation: Cashier, waitress and server**

* Perform clerical and administrative duties such as keeping records, paying bills.
* Check patrons’ identification in order to ensure that they meet minimum age requirement for consumption of alcoholic beverages.
* Collect payments from customers.
* Write patrons food in order slips, memorize orders or enter into computer for transmittal to kitchen staff.
* Take orders from patron for food or beverages.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food or beverages to patrons, prepare and serve specialty dishes at tables as required.
* Prepare checks that utilize and total meal costs and sales taxes.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Present menus to patrons and answer questions about menu items making recommendations upon request.
* Inform customers of daily specials.
* Clean tables or counter after patrons have finished dining.
* Prepare hot or cold drinks for patrons and chill bottles of wine.
* Explain how various menu items are prepared describing ingredients and cooking methods.
* Prepare table for meals including setting up such as linens silverware and glassware.
* Stock service areas with supplies such as coffee food tableware and linens.
* Garnish and decorate dishes in preparation for serving.
* Fill salt, pepper, sugar, cream, condiment, and napkin containers.
* Escort customers to their tables.

**PROFESSIONAL STRENGTHS:**

* Remain calm under pressure and manage emotions
* Good communications skills and ability to work in a team environment.
* Always ready to work responsibilities at any times.
* Proficient MS (World, Excel, Power point).
* Highly enthusiastic individual who has a strong desire and commitment to achieve both personal and professional goals.
* High energy levels.
* Computer Literate
* Fast learner
* Hardworking
* Willing to take ownership of problems.
* Dependable and trustworthy.
* Punctual and always on time for work.

**EDUCATIONAL QUALIFICATION:**

**QUIRINO STATE OF UNIVERSITY – AndressBonifacioDiffun, Quirino Philippines**

**Course: (I.T) Associate in Information Technology and Computing Science.**

**Year: 2014-2016**

**High School: Quirino General High School-Zamora CabarroguisQuirino**

**Year: 2006-2009**

**PERSONAL INFORMATION:**

**Date of Birth : July 29 1996**

**Place of Birth : San Jose Villa Marina Nueva Ecija Philippines**

**Nationality : Filipino**

**Gender : Female**

**Marital Status : Single**

**Height : 5’3**

**Languages Known : English/Filipino**

**Visa Status : Visit Visa**

*I hereby declare that the above stated information is true and correct to the best of my knowledge.*