**I**

****

**MARYJANE GABITAN FRESNIDO**

**HOME ADDRESS:** Phase 1 Block 46 Lot 13 Springtown Bucal Tanza Cavite

**MOBILE NUMBER:** 09508601392

**EMAIL:** [fresnidojuana@gmail.com](mailto:fresnidojuana@gmail.com) / mariajuana@gmail.com

**OBJECTIVES**

* To earn and gain experience
* To grow more as professional in a challenging environment with the good position in a reputed company.
* To be able to work in a company where I can enhance my capabilities and expertise.
* To enhance and apply my knowledge I have learned from my previous jobs.
* Excellent career growth simultaneous to a promising enterprise with a fulfilling service performance, however possible in God guided thinking and God fearing ways.

**EMPLOYMENT HISTORY**

**DANBAM KOREAN FOOD MART**

November 18,2020

\*Handling Customer Concerns and Orders for Retail and Wholesales.

\*Preparing and Making Kimchi, and other Samgyupsal side dishes every week.

\*Haggle and Communicate Korean Suppliers from different company.

\*Delivering house to house and Serving foods to the Customers for Dine -in orders.

\*Excellent attention To details

\*Cleaning the area and store before opening and after closing, to maintain the cleanliness.

**TOTAL QUALITY MACHINES INC.**

Sept. 15 2017 – January 19, 2020

Sales Representative

\*Handling computers, printers, Servers, Inquiries etc. (All IT and Teachnolgies that we are selling)

\*Sending Quotations to customers thru email and calls, and follow up after 3 days.

\* Answering incoming calls and inquiries thru email and site visit or client visit to offer our IT products.

\* Dealing different customers and solving their problems in regards of computers error.

\* Attending Seminars and Meetings and even presenting the products.

\* Purchaser ( ordering items from the supplier) haggle prices.

**BAKING (PARTTIME JOB, FOR EXTRA INCOME) 2 Years**

\*Making Cookies and Cupcakes and also dessert

\*Knowledge at food stoage

\*Organizing and Time Management

**LARRYS CLASSIC AND TOURS**

**Secretary for 1 Year and 1 Month**

**Responsibilities**

Produces information by transcribing, formatting, inputting, editing, retrieving, copying. Maintains customer confidence and protects operations by keeping information confidential. Maintains office supplies inventory by checking stock to determined inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies. Handling inquiries, complaint, modification in account, Handling Company Cash.

**SEMINARS & TRAINING ATTENDED/Achievements**

**‘’VIA Philippines’’**

Malate, Manila

‘**’Hrm Office Department’’**

Mariner’s Polytechnic Colleges Foundation

**‘’Gerry’s Grill’’**

Legaspi City

**‘’Las Palmas Hotel’’**

Malate, Manila

**EDUCATIONAL BACKGROUND**

**ARELLANO LEGARDA UNIVERSITY**

**BSED Bachelor of Science Education**

**Earned UNITS June 2017 – Nov. 2017**

**Tertiary Academic Year Degrees/Honors Received**

MARINER’S

POLYTECHNIC (2009-2013) BS HOTEL AND RESTAURANT MANAGEMENT COLLEGES

FOUNDATION

LEGASPI CTY

**Secondary**

TALAONGA NATIONAL HIGH SCHOOL (2009-2006)

**Primary**

TALAONGAN ELEMENTARY SCHOOL (2004-2001)

**SKILLS**

* I can speak English not so fluent but good.
* Computer literate: Acquainted with the use of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
* I can type fast as I could with 35 wmp
* I have knowledge and experience in offices works

**PERSONAL INFORMATION**

**Gender:** Female

**Date of Birth:** February 23 1993

**Civil Status: S**ingle

**Nationality:** Filipino

**Height:** 5’0

**Weight:** 145

**Religion:** Roman Catholic

**CHARACTER REFERENCE**

Mr. Edgin Monzon

Owner

Total Quality Machines

09278632523

Signature over Printed Name

APPLICANT