



Jennifer Jorge

EXPERIENCE

March 2014 - September 2023

Safety Officer Union Coop | Dubai, UAE

- Created and implemented programmes, policies and procedures designed to reduce or eliminate injuries and hazards in workplace.

November 2008 - February 2014

Security / Receptionist Global City Innovative College | Taguig City, Philippines

- Answered and directed incoming calls to relevant staff members using multi-line telephone system.
- Delivered polite, professional customer service to enhance business reputation through positive first impressions.

June 2002 - November 2002

Sales Clerk South Seas Complex | Cotabato City, Philippines

- Stayed visible and attentive on the shop floor to proactively attend to customer needs and answer questions.

December 1995 - December 1996

Sales Lady / Cashier Cristina Bautista Wear House | Cotabato City, Philippines

- Helped customers make purchase decisions by highlighting features, communicating functions and recommending products best suited to their needs.

June 1995 - November 1995

Gasoline Attendant Shell Gasoline | Parang Maguindanao, Philippines

- Closely monitored and supervised customers to properly use equipment, promptly intervening to avoid safety risks.

EDUCATION

June 1997 - October 1999

Certificate of Computer Programmer | Computer Systems Technology Institute (S.T.I College), Jose Lim Sr. St. Cotabato City, Philippines

LANGUAGES

Tagalog : First language

English:

Intermediate

B1

Arabic:

Beginner

A1

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SUMMARY

Dedicated Safety Officer with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

SKILLS

- Fire and safety guidance
- Safety training