



## SKILLS

- Schedule management
- Communication and engagement techniques
- Cash register operations
- Cash handling policies
- Willing to learn
- Adaptability & Flexibility
- Attention to detail

## EDUCATION

2006  
Mother of Perpetual Help  
Institute | Angeles City  
Nursing Aide

2005  
Model Community High  
School | Pampanga, SY

2001  
Mitla Elementary School |  
Porac, Pampanga

## LANGUAGES

English:

Fluent

Tagalog:

Native

# Michelle S Sicat



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Business Bay,  
Dubai, UAE

## PROFESSIONAL SUMMARY

Objectives: To obtain any position that will enable myself to use my strong organizational skills, educational background, and ability to work well with the people.

## WORK HISTORY

08/2022 - 11/2023

**Production Staff**

SFA Semicon | Clark, Pampanga, Philippines

- Controlled factory equipment to exceed daily production targets.
- Produced QA samples and conducted quality testing.
- Sanitised machinery and maintained organised work area to support cleanliness.
- Feed raw materials into semi-automated machines and assisted in assembly line.
- Kept machinery well-maintained in line with safety regulations.

01/2022 - 07/2022

**Cashier/Sales**

SM Department Store | Pampanga, Philippines

- Maintained excellent client satisfaction by providing professional, courteous customer service.
- Bagged, boxed and wrapped goods with care to maintain quality and presentation.
- Regularly cleaned and straightened work areas, ensuring stores stayed tidy in line with company standards.
- Educated customers on promotions, offers and special events to enhance product sales.
- Processed cash, cheque, credit and debit payments accurately and efficiently, minimising till discrepancies.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Displayed and restocked merchandise by following brand guidelines.

04/2017 - 12/2021

**Sambon P&E Philippines Corporation BLDG 5416, M. Recto Highway Clark Freeport | Claro, Pampanga**

- Soldered or braised pieces of same or different metals.
- Measured materials meticulously to avoid errors in completed structures.
- Repaired manufactured products by dismantling, straitening, reshaping and reassembling parts.

01/2014 - 03/2017

**Production Staff**

Packing Superl Philippines INC | Pampanga

- Worked to minimise downtime by reporting process shortfalls to supervisors.
- Completed packing tasks with consistency.
- Proactively communicated inefficiencies affecting line manufacturing and suggested corrective action.
- Coordinated and transported supply of materials to and from production line.