

## OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience. To secure a challenging position in a reputable organization to expand learning, knowledge and skills. Seeking an entry-level position to begin career in high-level professional environment.

## EXPERIENCE

### **Real Goto King Restaurant**

*November 2021 - Present*

Follow-up Clerk

Greet and escort customers to their tables

Present menu and provide detailed information when asked

Take accurate food and drinks order using POS ordering software

### **Atty. Jason Robert Josef Notary Public Office**

*September 2020 - October 2021*

Assistant-Secretary

Performing office duties such as answering calls of clients, notarizing documents

Handle affidavits, contracts, deed of sales, certificates and other legal documents

Organizing and maintaining notary journal

### **Blackwingshoes**

*October 2019 - July 2020*

Receptionist

Greet and welcome customer as soon as they arrive at the office

Booking appointments/ schedules

Handling queries and complaints via phone, email and general correspondence

### **BUM (Clothing Brand)**

*April 2019 - October 2019*

Sales Lady

Greet customer

Help customers find item in the store

Provide information about items

Ensure racks are fully stocked

## EDUCATION

### **National Christian Life College**

*2017-2019*

Senior Highschool

### **Concepcion Integrated School**

*2008-2017*

Elementary Level-Highschool



## PATRICIA LOBO

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## SKILLS

Proven work experience as a Waitress. Attentiveness and patience for customers. Strong organizational and multitasking skills. Effective communication skills. Flexibility to work in shifts.

Proven work experience as notary or similar role. Documentation, verbal and written skills. Good communication, customer service and management skills. Computer skills such as using word processing software, creating spreadsheets, using printers and other work-related equipment and looking up information online.

Customer service. Negotiation. Client relationship. Product knowledge. Effective Communication.

## LANGUAGES

Filipino

English

## INTERESTS

Exercising, Dancing, Listening to music