

FAY BERNADETTE R. HERNANDEZ

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219 Al Ghurair Properties, Muteena, Salah Al Din, Deira, Dubai



Professional Summary

Motivated and detail-oriented professional with a Certificate in PC Operation with Office Management. Proven experience in administrative support, customer service, and online sales. Skilled in computer operations, office procedures, documentation, and customer interaction. Fast learner and dependable team player with a strong work ethic, seeking opportunities to contribute and grow professionally.

Skills

- Office Administration
- Data Entry & Document Handling
- Customer Service
- Time Management
- Online Selling & Product Listings
- Computer Literacy (MS Office, Messaging Platforms)
- Inventory Management
- Communication & Teamwork

Work Experience

Teacher Assistant - Sto. Niño Day Care Center — 2024–2025

- Helped take care of children aged 3 to 5.
- Assisted with daily activities like playtime, learning, meals, and naptime.
- Supported the teacher during lessons and classroom routines.
- Helped keep the classroom clean and safe.
- Guided kids in learning basic skills like numbers, colors, and good behavior.

Online Seller (Self-Employed) Home-Based | 2020 - 2024

- Managed product listings and sales via social media and messaging platforms
- Responded to customer inquiries, processed orders, and coordinated deliveries
- Ensured product availability and timely updates

Assistant / Staff Palace Computer Enterprise, Philippines | 2011 - 2015

- Handled customer service inquiries and technical support

- Managed sales and inventory of computer accessories
- Performed clerical and administrative support duties

Office Staff (Internship)

Ft. Ilagan Enterprise, Philippines | February 2009

- Assisted with administrative tasks including data entry, encoding, and filing
- Gained experience in customer service and office workflow management
- Supported day-to-day operations and document organization

Education

Cristo Rey Institute for Career Development

PC Operation with Office Management | 2007 - 2009

St. Joseph Academy, San Jose, Batangas

High School Diploma | 2003 - 2007

Certifications

Certificate in PC Operation with Office Management (2009)