

# Bernaditte Bagtolto

## Personal Details

- Phone : +639996619142
- Email : badzmonte80@gmail.com
- Address : Purok 10, Bohol Avenue, Toril, Davao City, Philippines
- Date of Birth : 23/07/1980
- Marital Status : Married
- Nationality : Filipino
- Religion : Christian
- Gender : Female
- Salary Claim : Monthly



## Experience

- **Sales Attendant** October 2001 - April 2002  
SM City Davao (Department Store)  
Greeted customers.  
Assisted customers finding their wants resulting in increase in sales.  
Assisted with inventory management, ensuring all items were properly displayed and restocked.
- **EDP Personnel** 2003 - 2005  
Goldbrill Pawnshop, Inc.  
Received and process daily transactions of all branches.  
Process monthly reports, inventory and notices for customer's expired pawned items.
- **Cashier** 2012 - 2015  
Goldvision Pawnshop, Inc.  
Receiving payments and issuing receipts and keeping track of all cash and credit transactions.  
Customer service position and good knowledge of how cash registers operate.
- **Audit Staff** 2015 - 2018  
Goldvision Pawnshop, Inc.  
Conduct inventory/audit in all branches monthly and annually.  
Conduct surprise audit if there is any case.
- **Appraiser/Manager** 2018 - Present  
Goldvision Pawnshop, Inc.

## Education

| Course / Degree             | School / University         | Grade / Score | Year |
|-----------------------------|-----------------------------|---------------|------|
| 2-year Computer Secretarial | Computer Innovations Center |               | 2000 |

## Skills

- Cooking, sales, basic computer (microsoft words) I love singing.

## Achievements & Awards

- Certificate of Completion (AML/CFT E-Learning - Complete Training 2021)
- Awarded for the Length of Services (2012 - 2022)

## Reference

- **Mrs. Melodina C. Sode - Goldvision Pawnshop. Inc.**  
Appraiser/Manager  
+639952241458