

JAMAICA M. LORENZO

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OBJECTIVE

- To use my skills in the best possible way for achieving the company's goals.
- To solve problems in an effective/creative manner in a challenging position
- I am seeking for company where my experience can not only improve the status of the company but also automate the working process to the best possible one.
- A trustworthy person, hardworking and flexible who always make myself available at any time if in any case the company needed someone to work on an urgent task. I truly believe that if I love what I am doing with integrity, I will be successful.
- To be able to work in a career-oriented and challenging environment that will improve my knowledge and skills as well as applying what I've learned in the real world.

EDUCATION

- Bachelor of Science in Business Administration Major in Marketing Management
Mariano Marcos State University (College of Business Economics and Accountancy)
Yr. 2010-2014

WORK EXPERIENCE

ADDESSA MIA LAOAG

Product Specialist/Promodizer

April 2015-July 2015

- Greeting customers who enter the shop.
- Be involved in stock control and management
- Assisting shoppers to find the goods and products they are looking for.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.

- Giving advice and guidance on product selection to customers.
- Keeping the store tidy and clean, this includes mopping.
- Responsible dealing with customer complaints.
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- Screen incoming resumes and application forms
- Interview candidates (via phone)

EASTWEST BANKING CORPORATION

August 2015-April 2017

Service Associate (Teller)

- Process all tellering transactions.

May 2017-February 2018

Sales Associate (New Accounts)

- Responsible for opening individual and corporate accounts.
- Responsible for Time Deposit roll-over and redemption.
- Co-custodian of Vault and Safety Deposit Box.

C-Signor (OFFICIAL ASSISTANT)

March 2018-present

Job Purpose

- Responsible for handling of over-the-counter transactions and miscellaneous services transactions.
- Co-Signatory in Managers Checks/Gift Checks, Demand Draft and Time Deposit Certificates.

Responsibilities

- **Transaction Processing**
 - ✓ Performs all tellering transactions/bills pay.
 - ✓ Preparation of MC/GC, DD, Telegraphic Transfer.
 - ✓ Scanning of SSC, filing and sending of DDA SSC to clearing.
 - ✓ Co-signatory of the Service Manager for MC/GC, DD and CTD (regardless of amount)
 - ✓ Processing of SDB Applications, Bank Certifications/Bank Guarantee Applications, SPO Applications, Replacement of Debit Cards, PIN

Regeneration, Orders of Pre-encoded Checkbooks, Orders of Re-ordered Checkbooks.

- ✓ Store Loans (Domestic Bills Purchase, Back-to-Back Loans, MC Accommodation)
 - ✓ Perforation of unclaimed debit cards for more than 30 days.
 - ✓ Processing of incomplete CTRs in Base60.
 - ✓ Payroll uploading.
 - ✓ Customer and Account Maintenance
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- **Cash Handling and Custodianship**
 - ✓ Co-custodian in Cash in Vault and inner grill door key and dial combination.
 - ✓ Custodian of working supply of accountable forms (Passbook, Pre-encoded checkbooks, MC/GC & DD, TD Certificates, Counterchecks)
 - ✓ Custodian of Debit Cards
 - ✓ Co-custodian on ATM cash vault replenishment and retrieval
 - ✓ Co-custodian of dormant accounts SSC

SKILLS

- Result Oriented: Ability to achieve the target within given time.
- Adaptability- Efficient under pressure, always meet deadlines
- Good communicator
- Multitasking-Can handle many assignments
- Accuracy and punctuality
- Willing to stretch extra hours to complete assigned work
- Effective listener
- Hardworking
- Proactive
- Well-Organized

REFERENCES

- References are available on request


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