

Contact Me



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Phase 1 Package 4,
Block 59 Lot 1, Bagong
Silang, Caloocan City



Ronnalyn Cruz - Lazo

About Me

Seeking a competitive and challenging environment where I can serve and establish an enjoyable career and be part of the success with growth and excellence.

Education

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|--|-------------|
| AMA Computer College Fairview Campus | 2009 - 2013 |
| Bachelor of Science in Information Technology | |
| Bagong Silang High School | 2005 - 2009 |
| Secondary | |
| Star Elementary School | 1999 - 2005 |
| Primary | |

Personal Information

| | |
|---------------------|-------------------|
| Age | 29 |
| Birth Date | December 12, 1992 |
| Birth Place | Caloocan City |
| Citizenship | Filipino |
| Civil Status | Married |
| Religion | Iglesia Ni Cristo |

References

| | |
|--|------------------|
| Robie Jane Villados | +63-916-683-0266 |
| GEMFC (Turks) Purchasing Officer | |
| Melody Dancel | +63-916-393-9694 |
| GEMFC (Turks) Accounting Officer | |
| Ryan Jay Corona | +63-915-871-5080 |
| GEMFC (Turks) Accounting Supervisor | |

Experiences

Manager, Accounting Department

August 2016 - Present

Growing and Emerging Market Franchising Corporation
Turks #20 Visayas Ave, Brgy Vasra, Quezon City, 1128

- Monitoring and verifying associates collection
- Generate reports and presenting information to upper level
- Collection and Monitoring of Franchise Fees
- Payroll Consolidation

Box Office Ticket Seller

October 2015 - March 2016

Fisher Mall

Quezon Ave, Quezon City, Metro Manila

- Selling cinema products (box office tickets) to maximize profits
- Register information related to free passes and promotional tickets in Box Office Logbook
- Monitor and maintain cash flow
- Effectively communicate with colleagues and guests
- Establish and maintain effective working relationships
- Contribute in increasing ticket revenues
- Responsible for the efficient arrangement of the counter

Sales Secretary

June 2014 - July 2015

Yakult Marketing Corporation

1461 Agoncillo St. cor. Escoda St. Ermita, Manila

- Carried clerical duties such as handling day to day operations, assisting sales team members, and making and receiving clients to and from clients
- Responsible for document handling, file making, and handling other kinds of paperwork of office space
- Responsible for fixing up meetings, ensuring the fact that the meetings with clients go smooth and assisting administrative department etc.
- Responsible for taking orders from the sales manager and maintaining files, cash registers and inventory
- Updating of business profile, website, sending cards to clients on holidays, festivals, and or other special occasions.