Jorilene Argoso Grimaldo

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Summary:

A successful Documentation Specialist is detail-oriented and able to work with a high volume of documents in a fast-paced environment. They should be highly organized and process-oriented. It also helps to have excellent oral and written communication skills, because the job involves interacting with all levels of an organization. Good listening skills are also important.

Work Experience:

Documentation Staff **November,2019-present**

Gets Int'l Development Manpower Services Inc.

- Handle, check and monitor the movement of all files and records.
- Assist in releasing documents to clients.

Waitress

Yakimix **July,2019-October,2019**

- Greeting costumers, assisting to their desired table.
- Taking orders, and managing the payment.

Waitress **March,2019-June,2019**

Mang Inasal

- Assisting costumers to their desired table and serve orders.

Production Staff July,2017-December,2017

Monde Nissin

- Preparing ingredients that will send to production.

Cashier June,2016-August,2016

Ace Hardware

- Manage transactions with customers using cash registers.
- Scan products and ensure pricing is accurate.
- Collect payments whether in cash or credit.

Education:

Bachelor in Office Administration June,2008-March,2010

Polytechnic University of the Philippines

College Undergraduate

Skills:

Communicating Skills - Writing, speaking, presenting, listening, negoatiating, team building, providing or accepting feedback. Motivation

Flexible- able to be easily modified to respond to altered circumstances or conditions.

Teamwork- having empathy for your teammates can allow you to better understand how others think and work can help you to communicate with them in the right way.

Languages:

- **English**
  Basic

Personal Data:

Age:	29 y/o
Date of Birth:	July 17, 1992
Place of Birth:	Lopez, Quezon
Civil Status:	Single
Gender:	Female
Nationality:	Filipino
Religion:	Catholic
Passport no:	P1456090B