

Gracia Marie B. Ronquillo

007 Queen Elizabeth St. Queensland Village, Nagkaisang Nayo
Novaliches, Queon City
Metro Manila, 1127, Philippines
0639178047281
dexarie1127@gmail.com

Professional Summary

Hardworking employee focused on completing work quickly and consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success. I am also a Registered Nurse and I run a small food stall business.

Skills

- Record administration
- Set appointments
- Organize files
- Transcribe letter
- Administer payroll
- Multitasking
- Task prioritization
- Customer relations
- Can do short order cooking

Experience

Dental Nurse

*Dr. Irene R. Panugao-Buendia General Dentistry and Orthodontics-
Quezon City
Manila, Philippines-
January 2019- March 2020*

- Recorded patient dental information to use for future medical visits.
- Monitored and stocked dental supplies to maintain required operating levels.
- Followed infectious disease and safety policies to provide healthy working environment.
- Recorded and reviewed patient medical histories.

- Helped patients feel comfortable and secure during routine examinations and special procedures.
- Kept equipment sharp, organized and sterilized for the next patient.

Administrative Manager

AMD Grades Plastic and Industrial Supply- Quezon City, Philippines

July 2013- Present

- *Answered incoming calls and directed messages to correct party.*
- *Scheduled meetings and assisted in making travel arrangements.*
- *Filed and retrieved documents, introducing more efficient filing system adopted by company.*
- *Organized conferences and special events, including setting up the catering and preparing all supporting materials.*
- *Maintained an efficient office environment by skillfully routing incoming and outgoing mail.*
- *Audited files to identify missing or misfiled items and restored files to proper locations and states.*
- *Documented payments and expenses to keep financial records current.*
- *Maintained payroll accuracy by tracking time, calculating extras such as commission and updating forms.*
- *Returned pulled files to proper locations to maintain easy staff access.*
- *Proofread business documents to check spelling, grammar, and compliance with office policies.*

Food Stall Owner

Tea-psy Chick

Present

- *Supervise food crew.*
- *Take orders from customers.*
- *Remit daily sales from crew.*
- *Do short order cooking.*
- *Audits sales.*
- *Make daily item inventories.*
- *Buy running low items from store.*

Education

Bachelor of Science: Nursing

Mar 2008

*Our Lady of Fatima University- Valenzuela City, Metro Manila
Philippines*

- General Weight Average: 2.16
- Related Learning Experience: 2.00