

## PERSONAL INFORMATION



## Sherry Anne Dennis

📍 ID 41 Betag, La Trinidad, Benguet, 2601, Philippines

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Sex Female | Date of birth 29/10/1991 | Nationality Filipino

## PREFERRED JOB

## Administrative Assistant

## WORK EXPERIENCE

April 2019 - Present

**Store Manager**

Family Business, La Trinidad

- Oversees daily store operation
- Purchases daily customer orders and ensures that orders are complete before handing over to the courier.

Retail

March 2017 – Feb 2019

**Senior Content Analyst**

FactSet Philippines, Inc., Taguig City

- Trouble shooting client related issues.
- Maintaining accurate data in the company's database.
- Providing support to new and existing team members.

Software and Finance

March 2015 – Feb 2017

**Research Analyst**

FactSet Philippines, Inc., Taguig City

- Responsible for collating, maintaining and regularly updating error free data sourced from reliable reports in a specific period.
- Providing support to the operations team in maintaining accurate financial reports.
- Ensuring data are correctly updated on the database based on the latest corporate actions, press releases and other reports.
- Analysing the causes of movements of data as a result of corporate actions.

Software and Finance

Feb 2014 – May 2014

**Asset Management & Licensing Assistant**

Goshen Land Capital, Inc., Baguio City

- Assisted the unit head in searching for properties to be acquired by the company for future site projects.
- Administrative duties such as filing and processing of needed documents within the department.

Real Estate

Jan 2013 – Mar 2013

**Administrative Aide – Job Order**

Municipal Licensing Office, La Trinidad

- Assisted in the releasing of business permits.

Government

EDUCATION

Jun 2008 – Mar 2013

**Bachelor of Science in Business Administration Major in Business Economics**

Saint Louis University, Baguio City, Philippines

PERSONAL SKILLS

Mother tongue(s) Kankana-ey

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Filipino	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my experience as a Senior Content Analyst and Store Manager

Computer skills

- good command of Microsoft Office™ tools