

# MARGIE JASMIN BARAQUIEL

Gubat-Ilawod Bacacay, Albay

4509 Philippines

# +63-995-928-6801

✉ [baraquielmargie2729@gmail.com](mailto:baraquielmargie2729@gmail.com)

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## SUMMARY

Reliable, energetic who is detail-oriented, focused on top-notch customer service, and friendly. Able to problem solve service issues to ensure exceptional customer experience. Physically fit Responsible, hard worker, proficient in organization of work areas and ability to learn quickly passionate and motivated with a drive for excellence.

## SKILLS

- ❖ Has high accuracy in calculations
- ❖ Able to work in a long time
- ❖ Capable to serve customer politely
- ❖ Ability to work in a team
- ❖ Stocking and replenishing
- ❖ Adaptable and active listening

## EXPERIENCE

CASHIER

Aug. 2015-April 2022

### STONEWIN HARDWARE

- ❖ Check and received of items from supplier
- ❖ Assist costumer
- ❖ Displaying of stocks
- ❖ Maintaining cleanliness and orderliness of store
- ❖ Open and Close the store / Key Holder
- ❖ Handle cash payment

OFFICE SECRETARY

Sep. 2012- Feb. 2015

### MODERN WAVE ENTERPRISES

- ❖ Encoding and Printing of sales invoice
- ❖ Handling of company petty cash
- ❖ Doing of payroll
- ❖ Receiving of customers' phone calls
- ❖ Do clerical works like filing
- ❖ Inventory of stocks

DATA ENCODER

July 2011 – Aug. 2012

### PRECISION TITLE DATA CORE

- ❖ Encoding of data
- ❖ Coordination with workmates

**EDUCATION**

COMPUTER TECHNOLOGY 1998-2000

San Francisco Institute of Science and Technology

SECONDARY 1994-1998

Zamora Memorial College

**PRIMARY**

Gubat Elementary School 1988-1994

**REFERENCES :**

Upon request if needed.