

HEHERSON ALLAN R. MENOR

📞 6478945143
✉ hehersonallan.menor@yahoo.com

📍 16, Caley Terrace, Scarborough,
Ontario M1E 5e2



PROFILE

Currently enrolled at Centennial College taking up Legal Administrative Office. Result-oriented person seeking a part-time position where I can apply my knowledge and skills for professional growth. Proven ability to develop rapport with people from diverse backgrounds. Poised, creative and presenter of Ideas.

SKILLS

- Computer literate (MS word, excel, power point, photos editing (apps).
- Knowledge in legal documents.
- Health care management
- Medication administration

EDUCATION

BACHELOR OF SCIENCE IN NURSING

2003-2007
LYCEUM OF APARRI
Macanaya, Aparri Cagayan, Philippines

EXPERIENCE

COURT PROCESS SERVER - PERMANENT POSITION

Philippine Judiciary, Regional Trial Court,
Quezon City, Hall of Justice, PH

April 2018-August 2022

- Serve court processes and orders, such as subpoenas and summonses
- Receive papers to be served from attorney, court clerk, or magistrate Use state, county, and city records, telephone directories, public utility records, to locate persons to be served and deliver document.
- Record place and time of delivery
- May deliver documents between courts and attorneys and general messages
- Deliver summonses
- Track down defendants
- Know a defendant's schedule.

MACAU STREET SOUVENIR SHOP MACAU, CHINA

Sales Associate
September 29, 2014 - June 20, 2016

- Meets with customers in a sales environment to drive product sales and knowledge.
- Demonstrates advanced product knowledge.
- Adheres to any and all company policies and procedures.
- Makes sales appointments with clients.

SWIZA SWEETS COMPANY ABHA, SAUDI ARABIA

Sales Associate
November 6, 2011- July 12, 2014

- Welcome customers as they enter the candy store in a polite and pleasant manner.
- Respond to customers' questions and inquiries regarding available candies, chocolates, and biscuits.
- Assist customers in choosing candies and chocolates, based on their specific and individual choices.