



JERRYNA AMBOY

ADMIN STAFF

Contact

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Skills

Bookkeeping

Office management

Expense reporting

Patient Scheduling

Office administration

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Work History

2020-01 -
Current

Administrative Staff Assistant

*Bridges Dialysis Center of Asia and the Pacific,
Parañaque City, Philippines*

- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Managed incoming correspondence to enhance employee performance and reduce time spent on processing and responding.

2019-01 -
2020-01

CSR Staff

*The Premier Medical Center, Parañaque City,
Philippines*

- Gathered patient health data through interviews and observation, documenting data in electronic records.
- Performed various nursing interventions such as wound dressing, vital sign monitoring and specimen collection.
- Identified learning needs of patients and families and responded with advocacy and health education.
- Kept optimal supply levels in treatment rooms, triage and other areas to meet typical patient loads.
- Received and processed stock into inventory management system.

2013-03 -
2018-11

Sales Associate

*Philippine seven Corporation, Parañaque City,
Philippines*

- Engaged with customers to build rapport and

loyalty.

- Helped customers locate products and checked store system for merchandise at other sites.
- Prepared merchandise for sales floor by pricing or tagging.
- Enhanced product presentation and promotional material displays, working alongside retail representatives.
- Worked closely with shift manager to solve problems and handle customer concerns.
- Issued receipts and processed refunds, credits or exchanges.
- Trained new associates on cash register operations, conducting customer transactions and balancing drawer.
- Maintained clean sales floor and straightened and faced merchandise.

Education

2003-06 -
2005-04

Associate in Computer Science

*Eastern Samar State University - Eastren Samar,
Philippines*