



# Catherine Jane Sampil

Banker

## Contact

### Address

Cebu City, Cebu, Philippines  
6000

### Phone

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## Skills

Excellent good customer service.

Advanced

Excellent organizational and multi-tasking skill.

Advanced

Promotes cooperation and harmony within the team.

Advanced

Promotes action/ task oriented at work.

I graduated with my degree in University of San Jose Recoletos major in Banking and Finance last October 17, 2009. I chose that field of study because I've always been interested to work in a bank.

I am currently working as a Marketing Officer in BDO Unibank Inc over 12 years. First I started as a teller and I got promoted from General Service, Marketing Assistant and to Junior Assistant Manager 1, 2,3/ Marketing Officer..

I earned a badge from World Education Services. My collage degree evaluated result by World Education Services (WES), as equivalent to a four-year Canadian bachelor's degree and with IELTS result certification as well.

I am passionate about learning new skills and I have completed training course. I am an enthusiastic, self-motivated, responsible and hard working person.

## Work History

2021-03 -  
Current

### Junior Assistance Manager-3/ Marketing Officer

*BDO Unibank Inc, Cebu City, Cebu*

Responsible for the daily operations of the Sales Section of the branch and provides assistance to the Branch Head and Assistant Branch Head in marketing the Bank's and affiliates' products and services.

2019-03 -  
2021-03

### Junior Assistant Manager-2/ Marketing Officer

*BDO Unibank Inc, Cebu City, Cebu*

Responsible for the daily operations of the Sales Section of the branch and provides assistance to the Branch Head and Assistant Branch Head in marketing the Bank's and affiliates' products and services.

2015-10 -  
2019-03

### Junior Assistant Manager-1/ Marketing Officer

*BDO Unibank Inc, Cebu City, Cebu*

Responsible for the daily operations of the Sales Section of the branch and provides assistance to the Branch Head and Assistant Branch Head in

2012-03 -  
2015-03

### **Marketing Assistant-4**

*BDO Unibank Inc, Cebu City, Cebu*

#### **Duties and Responsibilities:**

- Opening of accounts.
- Responsible for daily transaction of the Sales Sections Of the branch and provides assistance to walk-in client.
- Time Deposits
- Unit Investment Trust Funds
- Processing of over-the-counter transactions pertaining to Deposits, withdrawals, payment.
- Handle client complaints and concerns.
- Promotes the bank's and services to exciting prospective clients by utilizing available resources.
- Develop and maintain positive relationship with banking clients Through excellent customer service.
- Prepares monthly balancing of Time Deposits, Unit Investment Trust Funds.

2011-12 -  
2012-03

### **General Service Associates/3**

*BDO Unibank Inc, Cebu City, Cebu*

#### **Duties and Responsibilities:**

- Processing thirds currency transaction.
- Making of Managers Checks and Gift Certificate, Demand Drafts
- Accepting payments like Credit card, SSS, Phil Health, etc.,
- Handle client complaints and concerns.
- Prepares monthly report for SSS, Phil Health.
- Loading cash card transaction.
- Processing deposits, withdrawals, encashment transactions.

2010-04 -  
2011-12

### **Jr. New Accounts Teller-2**

*BDO Unibank Inc, Cebu City, Cebu*

#### **Duties and Responsibilities:**

- Responsible for providing accurate, efficient and timely Processing of over-the-counter transactions pertaining To deposits, withdrawals, encashment, payments transactions.

2007-05 -  
2010-03

## **Cashier/Service Crew Member**

*Pizza Hut , Cebu City, Cebu*

### **Duties and Responsibilities:**

- Handles payments by cash, credit cards, gift certificates And issues receipts to customer.
- Serve food and taking order to the customer
- Suggesting the products.
- Accomplish daily sales reports.
- Prepare cash deposits slip for a bank deposits
- Preparing and completing action plan
- Create motivational program for employees to provide total customer satisfaction
- Creates monthly service report
- Accomplish daily sales report

2006-04 -  
2007-05

## **Cashier/Service Crew Member**

*Pancake House , Cebu City, Cebu*

### **Duties and Responsibilities:**

- Handles payments by cash, credit cards, gift certificates And issues receipts to customer.
- Serve food and taking order to the customer
- Suggesting the products.
- Accomplish daily sales reports.
- Prepare cash deposits slip for a bank deposits
- Preparing and completing action plan
- Create motivational program for employees to provide total customer satisfaction
- Creates monthly service report
- Accomplish daily sales report

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## **Education**

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2004-06 -  
2009-10

## **Bachelor of Science: Banking And Finance**

*University of San Jose Recoletos - Cebu City, Cebu Philippines*