

# Georgette Ann Alvar Manlucob

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Block 34 Lot 29 Villa Angela Subdivision, Cagayan de Oro City

9000 Misamis Oriental, Philippines

Skype i.d.

## PROFESSIONAL PROFILE

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A well-trained professional who is willing to be trained, to gain more knowledge and to be skillful for the benefit of the company and oneself in a chosen field. Currently, a high-performing Sales Associate who deals with customers effectively and negotiates transactions smoothly.

## WORK EXPERIENCE

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### Sales Associate

November 2015 - PRESENT

Luminous Manpower Agency, Cagayan de Oro City

- Sells and negotiates electronic products
- Answers and assesses customer's inquiries and needs
- Attains customer satisfactory

### Housekeeping/Banquet Dining (On-the-Job-Training)

March 2014 – April 2014

Xavier Sports & Country Club, Cagayan de Oro City

- Attending to Guests needs
- Tidying rooms and banquet event areas

## CORE SKILLS

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- Communication Skills (Listening, Verbal, Written)
- Interpersonal skills
- Intrapersonal skills
- Team Player
- Adaptability and Flexibility
- Positive Attitude
- Ability to work with less or no supervision
- Willingness to learn
- Multicultural Sensitivity Awareness
- Negotiation skills

## EDUCATION

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### Vocational Diploma/Short Course Certificate

June 2013 - March 2014

Professional World Academy  
Cagayan de Oro City, Philippines 9000

### Highschool Diploma

June 2005 - May 2008

Cagayan de Oro National Highschool  
Cagayan de Oro City, Philippines 9000

## AWARDS, HONOURS & CERTIFICATES

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**BARTENDING NATIONAL CERTIFICATE (NCII)** 2014

- Qualified to clean bar areas, operate bar, prepare and mix cocktails and non-alcoholic concoctions and to provide basic wine services.

**HOUSEKEEPING NATIONAL CERTIFICATE (NCII)** 2012

- Qualified to provide housekeeping services, preparation of rooms for guests, cleaning of premises, providing valet/butler services, laundry linen and guests clothes and dealing with/handle intoxicated guests.

**FOOD AND BEVERAGE SERVICES NATIONAL CERTIFICATE (NCII)** 2012

- Qualified to prepare food plans and meals for restaurants, hotels, canteens, banquets, and functions, and basically any establishment that serves food to a large number of people.

## CHARACTER REFERENCE

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1. Angela Pilar Escorpiso      Product Consultant      09166891405      Eangelapilar@yahoo.com
2. Krislo Cabarles              Product Consultant      09674188531      krislo\_cabarles@yahoo.com