



# Danica Jessa Daguio

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## Objective

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I am eager to secure a position in Canada where I can contribute my skills, dedication, and enthusiasm. With strong work ethic and willingness to learn, I am open to exploring various roles and am excited about the opportunity to be a valuable asset to any organization. My adaptability and commitment to achieving results make me a versatile candidate ready to take on diverse responsibilities.

## Education

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- **DMMMSU** 2021  
Bachelor of Arts in Political Science
- **Sudipen Vocational High School** 2008  
High School
- **Castro Elementary School** 2003  
Elementary

## Skills

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- **Technical Proficiency:** Knowledge of machinery and equipment in factory and production work, and familiarity with agricultural tools in practices in farm work.
- **Administrative Skills:** Data entry and filing, and familiarity with office softwares.
- **Customer Service:** Ability to handle inquiries, address concerns, and provide excellent service.
- **Organizational and Time Management:** Prioritizing tasks, meeting deadlines, and managing schedules.
- **Medical Skills:** First aid and caregiving skills.
- **Cleaning and Sanitation:** Knowledge of cleaning techniques and equipment.
- **Adaptability:** Ability to quickly learn new tasks and adjust to different work environments.
- **Teamwork:** Collaboration with colleagues to achieve common goals.
- **Communication:** Effective verbal and written communication skills.
- **Problem Solving:** Analyzing situations and finding practical solutions.
- **Attention to Detail:** Ensuring accuracy and precision in tasks.
- **Dependability and Reliability:** Consistently meeting work commitments and being punctual.

## Achievements & Awards

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- Certificate in Caregiving
- Certificate in Front Office Services
- Certificate in Housekeeping
- Certificate in English Literacy
- Certificate in Digital Marketing
- Certificate as Top Seller
- Certificate in Domestic Work

## Experience

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- **TRAD CO. LTD.** Oct. 2012 - Feb. 2018  
Factory Worker
  - **Assembly Line Operations:** Proficiently operated machinery and equipment in adherence to established production processes. This included tasks such as assembling components, quality checks, and packaging finished goods.
  - **Quality Assurance:** Diligently inspected products at various stages of production to identify and rectify any defects or deviations from quality standards. This commitment to quality control played a crucial role in maintaining the company's reputation for excellence.
  - **Adherence to Safety Protocols:** Prioritized workplace safety by consistently following established safety procedures and protocols. Participated in regular safety training sessions to ensure a hazard-free work environment.

- Collaborative Team Player: Worked closely with fellow factory workers and supervisors to achieve production targets and deadlines. Contributed to a positive and cohesive team atmosphere, fostering a culture of mutual support.

- **ASIALINK FINANCING CORPORATION**

Mar. 2018 - Mar. 2020

Loan Consultant

- Client Consultation: Conducted thorough consultations with clients to understand their financial needs and goals. Utilized product knowledge to recommend suitable loan options and explain terms and conditions in a clear and transparent manner.
- Loan Application Processing: Guided clients through the loan application process, ensuring all required documentation was completed accurately and submitted in a timely manner. Acted as a liaison between clients and internal departments to facilitate smooth application processing.
- Credit Analysis: Conducted comprehensive credit assessments to evaluate clients' creditworthiness and determine loan eligibility. Utilized credit scoring models and financial analysis techniques to make informed lending decisions.
- Relationship Management: Cultivated strong and lasting relationships with clients by providing excellent customer service and maintaining open lines of communication. Addressed client inquiries and concerns promptly, building trust and confidence in the company's services.

- **SUZUKI AUTO LA UNION**

May 2022 - Feb. 2023

Sales Executive

- Product Knowledge and Demonstrations: Demonstrated in-depth knowledge of Suzuki vehicles, highlighting features and benefits to potential buyers. Conducted informative and engaging test drives to showcase the quality and performance of our products.
- Client Relationship Building: Cultivated strong and lasting relationships with prospective and existing clients. Conducted needs assessments to understand client preferences and provided tailored solutions that met their specific requirements.
- Sales Process Management: Managed the entire sales process, from lead generation and qualification to negotiation and closing deals. Maintained accurate and updated records of customer interactions, ensuring a seamless and organized sales workflow.
- Market Research and Analysis: Conducted market research to identify potential leads and stay informed about industry trends and customer preferences. Utilized market insights to develop targeted sales strategies and promotional campaigns.

## Reference

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- **Jason Baduria - Philippine National Police**

Police Office

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- **Fatima Joy Natividad - Epic Mall**

Human Resource

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- **Jehlyn Daguio - Department of Education**

Teacher

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