



# MARY ANN CASIQUIN

DOMISTEC HOUSEHOLD MANAGER

## OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills and a highly organized and hardworking individual looking for a responsible position to gain practical experience

## EDUCATION

### Alison Free-Empowerment Platform

Construction Occupation Safety And Health  
92.87  
17/11/2022

### Pangasinan State University

Business Administration Healthcare Management  
undergraduate  
07/04/2003

### San Jose National High School Anda Pangasinan

High School Graduate  
85.4  
27/03/2002

## EXPERIENCE

### Home Care Chinese Hotel

Admin Assistant  
15/04/2022 - 14/06/2023  
Answer direct phone calls, organized and schedule appointments, plan meetings and take detailed minutes, write and distribute emails, faxes and forms, assist in the preparation of regularly scheduled reports, develop and maintain a filing system

### Diegs Bakeshop

Cashier/Sales Person  
25/02/2017 - 25/02/2019  
Manage transactions with customers using cash registers, scan goods and ensure pricing is accurate, collect payments whether in cash or credits, issue refunds, change, and tickets, redeem stamps and coupons, cross-sell products and introduce new ones.

### Charmonde Cane Manpower Agency

House Keeping Attendant  
23/02/2020 - 23/08/2020  
Greet guests and responding to queries, changing bed linen and making beds, replacing used towels, and other bathroom amenities, such as shampoo and soap, sweeping and mopping floors, vacuum carpets, dusting and polishing furniture, emptying trash containers and ashtrays.

### Korean Resto Grill KBOP

Dinning/Service Crew  
25/01/2020 - 25/10/2020  
Clean tables, remove dirty dishes, replace soiled table linens, set tables, replenish supply of clean linens, silverware, glassware and dishes, set up restock and tear down buffets, serve items such as water, coffee and other beverages.

### Korean Resto Grill KBOP

Dinning/Service Crew  
08/08/2018 - 08/01/2019  
Clean tables, remove dirty dishes, replace soiled table linens, set tables, replenish supply of clean linens, silverware, glassware and dishes, set up restock and tear down buffets, serve items such as water, coffee and other beverages.

## REFERENCE

Sunny Onrada  
Financial Specialist

## PERSONAL INFO

- **ID Card**  
2810315790724650
- **Date of Birth**  
09/09/1985
- **Gender**  
Female
- **Marital Status**  
Widowed
- **Nationality**  
Philippines

## CONTACT INFO

- **Phone#**  
639858449263
- **Email**  
ann2109onrada@gmail.com
- **Address**  
Anda Pangasinan

## LANGUAGES

- English
- Filipino
- Arabic
- Ilocano
- Bolinao

## SKILLS

- Problem Solving Skills
- Critical Thinking Skills
- Active listening skills
- Flexible
- Communication Skills

## INTEREST

- Community Service
- Learning Languages
- Technology Related
- Outdoor Activities
- Community Service

