

MICHELLE H.M MORDEN

ADDRESS: 4 Magiting St. Teachers Village Dlliman QC

CONTACT #: 09674418198

[EMAIL](mailto:miellehutch@gmail.com) : miellehutch@gmail.com

Objective

A strong desire to enter into position which requires commitment and great teamwork ability, eager to acquire more knowledge and practical skills under guidance that can help me bring out my best potential as an asset to your company.

PERSONNAL BACKGROUND

Age: 38 yrs. old

Gender: FEMALE

Civil Status: Married

EDUCATION

BACHELOR OF SCIENCE IN NURSING 2018-2021

UNDERGRADUATE

Our Lady Of Fatima University Quezon City

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION 2004-2006

UNDERGRADUATE

ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY-Aurora Quezon city

SECONDARY 1998-2003

NORTH HILL VILLAGE HIGH SCHOOL Norzagaray Bulacan

PRIMAY 1992-1998

BONIFACIO MEMORIAL ELEMENTARY SCHOOL

Work Experiences:

NURSE AUDITOR – MARCH 2022- Present

ACSPRO GLOBAL – Tungko San Jose Del Monte Bulacan

- oversee medical records and make sure that everything is coded correctly
- ensuring optimal outcomes for both the patient and the hospital.
- Making sure that all Daily Audits are done according protocols .

AREA SALES SUPERVISOR MAY 2014 – NOVEMBER 2017

ANIBALA CORPORATION – Banawe Quezon City



- Ensuring quality consistency and increasing sales and profitability in their branches
- Direct and supervise employees engaged in sales
- Creating and managing team schedules.
- Taking inventory, reconciling cash receipts, or in performing services for customers
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.

BEAUTY SALES ADVISOR - OCTOBER 2010- JULY 2011

Elude House Philippines SM City North Edsa

- ♦ Assisting shoppers to find goods and product they are looking for.
- Answering queries from customers/guest.
- Giving advice and guidance on product selection to customers/guest.
- Receiving and storing the delivery of large amount of stocks.

CASHIER OCTOBER 2008- APRIL 2009

Pho-hoa Vietnamese/PHO VIET Restaurant - SM NORTH EDSA

- ♦ Handling all cash transactions
- ♦ Maintaining monthly, weekly and daily report of transaction.
- ♦ Rendering Good customer service assistance.
- keeping the store tidy and clean, this includes mopping.

CASHIER DECEMBER 2006- NOVEMBER 2007

Tropical Hut Hamburger- Quezon Memorial Circle

- ♦ Handling all cash transaction.
- ♦ Order taking and preparing orders.
- ♦ Rendering good customer assistance.
- ♦ keeping the counter clean and tidy.

CHARACTER REFERENCES

ARIANNE DE ARCE
NURSE AUDITOR ACS PRO GLOBAL

09260415745

HAZEL LORENZO
PARTNERSHIP EXECUTIVE
09239647085

JANSEN LUDOVICE
ACSPRO GLOBAL TEAM LEADER
09275466778

PATRICK PACUNAYEN
MAGAT SALAMAT ELEMENTARY SCHOOL
TEACHER
09213434760

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Michelle Hutchins Morden
APPLICANT

