

ANGELIKA BERNAL

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PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level of any position. Ready to help team achieve company goals. To seek and maintain full-time or part time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Customer Service-Focused
- POS System Operation
- Processing Payments
- Product Knowledge
- Receiving Incoming Supplies
- Organizing Supplies
- Computer Savvy
- Updating Computer Database
- Resolving Customer Issues
- Pharmacy Operations
- Cleaning and Organizing Abilities
- Childcare expertise

WORK HISTORY

Housekeeper | Paul Sandhu - 71, Coralsprings Grove, NE 11/2023 - Current

- Increased room availability by managing time wisely and completing tasks within designated deadlines.
- Disinfected and mopped bathrooms to keep facilities sanitary and clean.
- Adhered to professional house cleaning checklist.

Pharmacy Assistant | Baa0 & Buhi Pharmacy - Baa0, Philippines 06/2022 - 10/2023

- Assisted pharmacists in maintaining a well-organized and clean pharmacy environment for optimal workflow.
- Contributed to increased sales by offering expert advice on over-the-counter medications and products.
- Supported inventory management, ensuring proper stock levels and expiration date monitoring for medication safety.
- Answered customer inquiries regarding drug interactions, side effects and dosage instructions.
- Adhered to all legal requirements relating to the safe dispensing of medication.
- Entered current customer, payment and inventory information into system to keep data accurate.
- Prepared labels with item and quantity.
- Trained new pharmacy staff on computer system and drug management protocols.
- Greeted customers at counter and provided excellent customer service.
- Completed cash register transactions by handling credit and cash payments using pharmacy register system.
- Communicated with patients to collect information about prescriptions and medical conditions or arrange consultations with pharmacists.

Catering Staff Member/ Part Time | PJ Barcelona Catering Services - Baao, Camarines Sur, Philippines 01/2022 - 10/2023

- Enhanced customer satisfaction by providing exceptional catering services at various events.
- Collaborated with team members to create memorable experiences for clients and guests.
- Maintained clean and organized workspaces, adhering to strict health standards.
- Provided excellent service under high-pressure situations, ensuring smooth event operations.
- Cleaned and organized kitchen stations to promote team efficiency.
- Arranged furniture and added decorations to assist in setting up for catering events.
- Inspected catering equipment and utensils regularly to manage wear and tear.
- Utilized POS system to receive and process food and beverage orders.

Live-Out Nanny- Part Time | RSI Inc. - Baao, Camarines Sur, Philippines 10/2021 - 05/2023

- Enhanced children's emotional well-being by implementing age-appropriate activities and routines.
- Promoted language development through storytelling, reading, and engaging in conversations with the children.
- Cultivated strong relationships with parents, ensuring open communication regarding their child's progress and needs.
- Managed daily schedules for children, including meals, playtime, and bedtime routines.
- Assisted in potty training efforts for toddlers while maintaining a patient and supportive approach.
- Taught basic life skills such as personal hygiene practices to promote independence among the child under my care.

EDUCATION

CSPC - Nabua, Camarines Sur, Philippines 06/2023
Bachelor of Science: Nursing

- Graduation Dean's List, [1st & 2nd Semester, 2022-2023]

Baao National High School - Baao, Camarines Sur, Philippines 06/2022
High School Diploma

LANGUAGES

English

Full Professional