

# FATRICIA MARIE CARABUENA PEREZ

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fatriciamarieperez@gmail.com



## PERSONAL DETAILS

Date of Birth  
7th AUGUST, 2000

Nationality  
Filipino

Marital Status  
Single

Address  
Ilscas Street, Sto.  
Cristo, Angat, Bulacan

## OBJECTIVE

To be able to find a job that will allow me to grow and improve my abilities, to make money and save it up for my family's necessities and future emergencies, to get real experience, and to contribute to the development of high-quality services for the business or company.

## SUMMARY

Effective and client-focused food service employee with five months of experience at Food Corporation, Dunkin'; productive and customer-focused cashier and sales clerk at retail hardware sales at Sulit Top and department store at SM with two years of experience; and providing excellent customer service in the medical field at pharmacy with nearly nine months of experience, all of which contribute to the industry's monthly sales targets.

## WORK EXPERIENCES

- **SERVICE CREW (Full time)**  
Dunkin' Sta. Maria Food Co., Inc.  
November 2023 - April 2024  
ANGAT, BULACAN

- ✓ Giving them prompt and courteous services, performing all the standard formulations of their beverages and savory foods, and providing them with a good and lively welcome and closing greeting.
- ✓ Follow the cash handling policies, maintain the cleanliness of the store, receive and count the products delivered to stores, report any discrepancy to the shift manager, and attend all the seminars to fulfill the role of service crew.

- **RETAIL SALES PERSON & CASHIER (Full time)**  
Happy Seven General Merchandise  
November 2020 - August 2022  
ANGAT, BULACAN

- ✓ Provide the needs of the customer, especially for their materials needed for their motorcycle accessories, house repairs, completing their furniture, and giving them the beauty of their home.
- ✓ Organize shelves, clean the store, type quickly, and assist with purchased products.

• **SALE'S LADY (Seasonal)**

Department Store SM Baliuag

December 2019- January 2020

**BALIUAG, BULACAN**

- ✔ Made a customer happy and satisfied with their needed services of clothes to make them comfortable and stylish.
- ✔ Organize shelves, clean the store.

• **PHARMACY ASSISTANT(Full time)**

Jomabelle Pharmacy

May 2020- August 2020

May 2019 - November 2019

**ANGAT, BULACAN**

- ✔ Made a customer's satisfaction by entertaining them and giving them good service, especially in their medical prescription.
- ✔ Organized items, cleaning the store, fast-computing.

**EDUCATION**

**TERTIARY**

Associate in Computer Technology (ACT)

(2021-2023)

Norzagaray, Bulacan

- Norzagaray College
- Two Year Completion
- with Academic Excellence Awardee

**SECONDARY - SENIOR HIGH**

Science, Technology, Engineering and Mathematics (STEM)

(2017-2019)

Angat, Bulacan

- Franklin Delano Roosevelt Memorial School
- Best in Research, Best in Science, Best in Mathematics, Gawad Talino Award for Mathematics and Science
- with Honors

**SECONDARY - JUNIOR HIGH**

(2013-2017)

Angat, Bulacan

- Franklin Delano Roosevelt Memorial School
- Best in all Major and Minor subjects
- with Honors

## SEMINARS

- **Counter Person Seminar covering Food Safety and Excellent Customer Service**  
Dunkin' Sta. Maria Food Co., Inc.  
December 14, 2023  
STA. MARIA, BULACAN

✔ with Certificate of Attendance

## SKILLS

### ✔ Creativity Skills

I used to think of any solution that we faced in our store and help to come up with new ideas.

### ✔ Design Skills

I always come up with new ideas that are compatible with the latest trends in generation in the field of web and hand-made designs.

### ✔ Computer Literacy

I have some knowledge about computers, especially software applications, and a little learning about the digital world.

### ✔ Customer Oriented

I have a positive attitude towards the client and want to fulfill their needs and services. I am always willing to help them provide their wants to the company.

### ✔ Good at Microsoft Word, PowerPoint, Excel and Canva

I am good in Microsoft Office; I used Word to create some research, essays, and ideas; PowerPoint to create presentation materials; Excel to compute all the data that has been gathered; and Canva to make powerful designs to attract clients and provide their imaginations with "softcopy" and "hardcopy."

## LANGUAGES

75% English 

95% Filipino 

## REFERENCES

● Ms. Rochelle Loria  
Team Leader  
Dunkin' Angat  
rochelleloria95@gmail.com

● Mr. Jhon Pentinio  
Store Manager  
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