

CINDY REBADOMIA

PRC Number:1986217

Age : 27 years old

Gender : Female

Religion : Roman Catholic

Status : Single

Weight : 50 lbs

Height : 5'2

WORK EXPERIENCES

FRONT DESK RECEPTIONIST

2016-2017

Iloilo Gateway Hotel & Suites / Jalandoni St., Iloilo City, Philippines

- Assist and resolve all guest issues and concerns.
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Direct visitors to the appropriate person and office.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.

ADMIN ASSISTANT

2017 - 2018

Jasbert Enterprises / Luna St., Iloilo City, Philippines

- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Organize, schedule meetings, and appointments.
- Carry out administrative duties such as answering calls, filing, typing, binding, and scanning.

CUSTOMER SALES ASSOCIATE / CASHIER

2018-2020

Al Safer Grp. of Companies / Dubai, United Arab Emirates

- Greeting customers, responding to questions, improving engagement with merchandise, and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Accepting, processing orders, and resolve return issues/complaints.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.

ADMIN ASSISTANT

2020-2021

Iloilo City Local Government Unit / Iloilo City, Philippines

- Organize, schedule meetings, and appointments.
- Carry out administrative duties such as answering calls, filing, typing, binding, and scanning.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

JHS ENGLISH TEACHER

2021-2024

Vel Maris School / Dasmariñas Cavite, Philippines

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.
- Observe and evaluate student's performance and development.

REFERENCES

Analiza C. Marcellana

JHS Coordinator, Vel Maris School Inc.

Email: acmarcellana@velmarisschool.edu.ph

Contact No.:09053391691

Karen A. Garcia

Faculty, Vel Maris School Inc.

Email: karenapoloniogarcia1@gmail.com

Contact No.:09274900541



CONTACT ME



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Cavite, Philippines



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09764676869

EDUCATION

Bachelor of Arts Major in English

Western Institute of Technology

Luna Street La Paz, Iloilo City, Philippines

2013-2017

Jesus Christ Is Lord Learning Center

Tabuc Suba, Jaro Iloilo City, Philippines

2009-2013

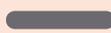
Ticud Elementary School

La Paz, Iloilo City, Philippines

2003-2009

SKILLS/QUALIFICATIONS

Administrative duties



Communication Skills



Computer literate and
keen to details



Adaptability and
time management



Enthusiastic and
dependable professionalism



Availability to work
on flexible shifts

