

Roxanne Lopez Yañez

OBJECTIVE

To acquire a competitive job in the company wherein I can use my acquired knowledge and skills, enabling me to grow and gain good experience while meeting the company's goal.

EXPERIENCE

- 2019-01-2021-03 **Administrative Assistant**
Mega Web Technologies Inc.| Metropolitan, Pasay City, Phils.
- Organizing and scheduling appointments with admin software
 - Planning meetings and taking detailed minutes
- 2013-08-2014-02 **Customer Sales Associate**
Footwear Specialty Retailers Inc.| Lucky Chinatown Mall, Phils.
- Welcoming customers to the store and answering their queries
 - Excellent sales service to ensure high levels of customer satisfaction through excellent sales service
- 2013-01-2013-06 **Customer Sales Associate**
Finest Living Co. Inc. (Just-G)| JUST-G Boutique Market Market, Phils.
- Team up with co-workers to ensure proper customer service
 - Build productive trust relationships with customers
- 2012-12-01-2012-12-31 **Customer Sales Associate (Seasonal)**
Lifestyle Concept Co. Inc. (Gingersnaps)| Rustans Dept. Store ,Phils.
- Assess customers needs and provide assistance and information on product features
 - Welcome customers to the store and answer their queries
- 2012-05-02-2012-06-23 **Sales Promo (Seasonal)**
Macro Global Trade (Carter)| SM Mall of Asia Dept. Store ,Phils.
- Representing the company in-store and at industry events
 - Actively engaging with customers
- 2009-03-2010-04 **Massage Therapist**
Massage 2 Go (M2G) Home Services Massage| Philippines
- Assists in the promotion of the health and wellness benefits to clients receiving massage therapy on a regular basis.
 - Creates excellent member/guest experience through friendly and helpful attitude.

Contact

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Email

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Address

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PERSONAL INFO

Date of Birth : January 27, 1987
Place of Birth : Parañaque City
Age : 37 years old
Sex : Female
Civil Status : Single
Nationality : Filipino
Religion : Roman Catholic
Height : 5'3 / 162 cm.

Education

Vocational

Sunport School of Security and Technology, Incorporated

Shielded Metal Arc Welding (SMAW NC I & NC II

2014-2015

TESDA Women's Center

Gas Metal Arc Welding (GMAW NC II

2015

Tertiary

Datamex College of St. Adeline

Associate in Computer Secretarial

2004-2006

On the Job Training

Leslie Corporation

HR Assistant 300hrs.

July-October 2005

Secondary

San Bartolome High School, Q.C.

2003 - 2004

2008-10
2009-03

Usher/Porter

SM Prime Holdings Inc.| SM Mall of Asia Cinemas, Philippines

- Welcoming guests in a polite and friendly manner.
- Checking and scanning tickets and directing guests to their seats.

2007-08-
2008-09

Service Crew

Terminal Fluid Bar @ Restaurant| Philippines

- Follow food and beverage safety and hygiene policies and procedures.
- Implement operations for service excellence.

2006-04-
2006-06

Public Assistant - Airport Summer Work Program

Manila International Airport Authority (MIAA)| Philippines

- Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility status.
- Initiate procedures to grant, modify, deny, or terminate assistance, or refer applicants to other agencies for assistance.

Expertise

- Knowledge in Facial, Body Treatments & Massages Techniques, Massages (Swedish, Shiatzu)
- Knows how to weld using carbon steel plates and pipes using Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Hardworking
- Fast Learner
- Multi-tasking
- Excellent Customer Service
- Communication Skills
- GMAW NC II

Training Attended

- **Shielded Metal Arc Welding**
(NC I & NC II)
 - Follow the welding procedure and safety standards as per company requirements.
 - Prepare the welding materials and hand tools.
 - Able to weld carbon steel plates and pipes using shielded metal arc welding.
- **Gas Metal Arc Welding**
(GMAW NC II)
 - Follow the welding procedure and safety standards as per company requirements.
 - Prepare the welding materials and hand tools.
 - Able to weld carbon steel plates and pipes using gas metal arc welding.