

## MARY CHRIS BIRON

Office Staff, Operation Special Division Phone #: +63922 – 201 – 3444

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Address: Blk 25 Lot 3 CTK Subd. Talon 4 Las Pinas City, Philippines

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### CAREER SUMMARY

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. Detail-oriented for almost 10 years of experience in managing administrative tasks, maintaining accurate records, and providing exceptional customer service. Proficient in Microsoft Office Suite and skilled in managing multiple priorities in a fast-paced environment.

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### PERSONAL SKILLS

- Electronic mail, MS Window, MS Word etc.
  - Determine and establish office procedure and routine
  - Excellent written and oral communication skills
  - Highly organized and efficient
  - Can work under pressure
  - Proven leadership skills and ability to motivate
  - Ability to multi task
  - Reliability
  - Adaptability
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### EMPLOYMENT HISTORY

PJ Lhuillier Inc. (Cebuana Lhuillier) 2014-Present  
Office Staff/Clerk

Duties/objective:

- Scheduling of stocks deliveries from different branches of jewelry store all over the Philippines.
  - Checking of returned item stocks from store then prepared for auction to sell.
  - Organize and do Inventory once items are already returned.
  - Assisting customers when we have Jewelry and Watch sales.
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- Carry out administrative activities of establishment.
  - Schedule and confirms delivery
  - Assemble data and prepare periodic and special reports, manuals and correspondence
  - Establish work priorities and making sure that deadlines are met.

**MFOSYS Inc. (BPO Company) 2006-2014**  
**Data Entry Clerk/Encoder (US Magazine, Newspapers, Books)**

- Making sure the text matches the original, ensuring that grammar and spelling are consistent and correct, that photos and images are properly captioned and checking that page numbers, headings and captions are correct across all elements.
- Review documents for grammar, spelling, and style
- Meet proofreading deadlines.
- Fact-check dates and other statements for accuracy.
- Ensure all text adheres tone and character count outlined by company policies.
- Confirm all submitted writing is original.
- Make corrections and edit the document.

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**EDUCATION**

**Bachelor of Science in Business Administration Major in Management (2002-2006)**

Dr. Filemon C. Aguilar Memorial College Las Pinas City, Philippines

