



# FRANCES KATE P. BUTIC

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Brgy. Barandal Calamba, Laguna

## PROFESSIONAL SUMMARY

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent timekeeping skills.

## ACADEMIC BACKGROUND

<b>PRIMARY</b>	2004-2011	<b>TERTIARY</b>	2015 - 2019
POST ELEMENTARY SCHOOL		LAGUNA COLLEGE OF BUSINESS AND ARTS	
<b>SECONDARY</b>	2011-2014	<i>BACHELOR OF SECONDARY EDUCATION</i>	
CAMP VICENTE LIM INTEGRATED SCHOOL		<i>MAJOR IN SOCIAL STUDIES</i>	

## CAREER HISTORY

**TEACHER 1** 2020-2021  
HOLY REDEEMER SCHOOL OF SAN ISIDRO

As a teacher I should be enthusiastic, friendly, easy-going, able to develop rapport with learners, committed to the growth of their students, approachable, interested in learners as people, and always conscious of their status as role models.

**SALES REPRESENTATIVE** 2021-2022  
IMPERIAL APPLIANCES PLAZA

Serves customers by selling products and meeting customer needs. Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.

**CLAIMS ASSOCIATES**  
J&T EXPRESS 2022-2022

handling claims for an insurance company. As a claims associate, including reviewing a customer's insurance coverage and interviewing those who have filed a claim.

## CORE SKILLS

- Adaptable
- Determine to succeed
- Strong communication skills
- Customer service skill
- Time Management

## WORK REFERENCES

VON REY CAPUNO  
CNC Manager  
Imperial Appliances Plaza  
0923 318 1670