

DONNA SHERYL TUMAMAO



ABOUT ME

"I am an attentive, professional and passionate Administrative Officer. I gained lots of experience in a variety of different situations that means I will always perform my duties diligently. I am positive and my time management skills are exceptional. enjoy working under pressure and having responsibility for lots of different tasks. If you hire me, I will always go above and beyond what is required, and I will make sure your working life is as hassle free as possible by making sure I do everything that falls within my remit on time and to the right standard."

+63 975 658 1967

Donnasheryl201991@gmail.com

District #3, San Manuel, Isabela

LANGUAGE

- Filipino
- English

EDUCATION

OUR LADY OF THE PILLAR COLLEGE

Bachelor in Secondary Education
Biological Science
22011-2014

**Technical Education and Skills
Development Authority**
Receptionist NC II
2015

**Technical Education and Skills
Development Authority**
Driving NC II
2018

EXPERTISE

- Time Management
- Having a strong work ethic
- Professionalism
- Attention to Detail
- Leadership and Teamwork

EXPERIENCE

JTC MALL, Bantay, Ilocos Sur
92.5 Silver Shop
Sales Assistant

I administered in answering to customer inquiries, collecting payments, promoting special offers, ordering products and supplies, and reporting to managers.

ISETANN RECTO
Shopping Mall
Cash Registrar Clerk

I'm in-charge of processing and receiving payments and issuing receipts to customers as they leave with their purchases. Cashiers also handle additional items necessary, such as coupons, while providing an excellent customer service experience.

Local Government Unit of San Manuel
Job Order (2017)
Administrative Aide II (2018)
Administrative Assistant IV-Book Binder IV (2019-2023)

I handle general office tasks and administrative duties, such as directing communications between colleagues and customers, organizing schedules and events, entering data, bookkeeping, maintaining office equipment and so on.

REFERENCE

Margarette Alarcon
Administrative Assistant IV
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Lyn Taligdan
Consultant
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