



AILYN AMOR M. SUAREZ

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LIM COMPOUND STO. CRISTO ST.
MCLEOD DALIAO TORIL DAVAO CITY

EDUCATION

**BACHELOR OF SCIENCE
IN BUSINESS
ADMINISTRATION**

BANKING AND FINANCE UNDERGRAD

ATENEO DE DAVAO UNIVERSITY
1996-1998

EXPERTISE

**MULTI-TASKING
TIME MANAGEMENT
BRANDING
OPEN MINDEDNESS
WILLINGNESS TO
LEARN
CREATIVITY
TEAM WORK**

OBJECTIVE:

PURSUING OPPORTUNITY WHICH WILL ALLOW ME TO GROW PROFESSIONALLY, WHILE EFFECTIVELY UTILIZING MY VERSATILE SKILL SET TO HELP YOUR CORPORATE MISSION AND EXCEED TEAM GOALS.

ABOUT ME

EXTREMELY MOTIVATED AND PASSIONATE IN WHATEVER I CHOOSE TO DO. STRONG INTERPERSONAL AND COMMUNICATION SKILLS AND KNOW HOW TO HANDLE AND DEAL WITH DIFFERENT KINDS OF PEOPLE AND CIRCUMSTANCES. EQUALLY EFFECTIVE WORKING INDIVIDUALLY AND WITH THE COOPERATION OF OTHERS..

WORK EXPERIENCE

FEB 2014-PRESENT

CDRRMO-911 DAANG PANUBAY SANDAWA SIR PH2, DVO CITY

EMERGENCY CALL -TAKER

ANSWER EMERGENCY CALLS FROM PEOPLE IN NEED OF IMMEDIATE EMERGENCY RESPONSE. AND OR GIVING FIRST AID ADVICE, AÑD HEALTH TEACHINGS.

2010-2013

CORDATA INC - PALO , LEYTE

ENCODER/ BILLER

LANGUAGE

- ENGLISH
- FILIPINO
- CEBUANO