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|  |  | jacqueline christina javier torrecampoOBJECTIVES: To secure a suitable position in an organization wereProven skills and experience could be used productively to enhance Career Development, Professional growth and leads mutual benefits for the organization and the individual. |
| CONTACTPHONE NUMBER:30749783EMAIL:torrecampojacqueline@yahoo.comPLACE;Doha, Qatarpersonal DETAILSGender: FemaleStatus: SingleHeight: 5’7 – 167cm.Weight: 62kgPassport no: P0462308BVisa Status: Transferable Visa w/NOC **EDUCATION**Vocational:SLDM College of Quezon CityJapanese Language & CultureHousekeepingS.Y. 2018 – 2019SECONDARY:Maligaya High SchoolS.Y. 1997 – 2001PRIMARY:Lagro Elementary SchoolS.Y. 1991-1997**SKILSS**-Knowledge in Computer, Microsoft Word-Good interpersonal and communication skills-Quick learner and efficient in basic computer operation -Effective Team Player**STRENGTHS**Cultural Understanding, strong work Ethic, dedication to fulfil objective’s, Professionalism, trustworthy & loyalty.**LANGUAGE**Tagalog, English and Japanese  |  | professional experience **Receptionist** **Hello Beauty**Doha Qatar2024 -Deliver high-quality manicure, pedicure and otherNail treatments, design and arts for nails. -Listen to my clients wishes and make recommendationTo help them reach their nail goals. -Keep all equipment sanitized and in proper working orders. -Answering all incoming calls and assisting clients with bookings. -Making detailed notes about services received. -Helping to maintain general cleanliness around salon **Sales Representative / Sales Lady****We Provide Organic Health Products /Jag Jeans SM Dept. Store**San Juan Ortigas Metro Manila / SM Fairview2021 – 2023 / 2010-2012 -Selling products to customer and representing brands. -Concerning about health issue for customer if the products are good for them. -Asking questions to pinpoint the best offering, giving demos and assurance to maintaining customer relationships.  -Reaching out to potential leads through a variety such aEmails, phone calls, text and social media. -Greet customers at the store and ascertain what each customer wants or needs. -Lead customers to desired shelves or aisles and assist them in locating products. -Making sure the area is clean and organize -Re-stocking and make sure all the products are available for customers’ needs.**Office Staff****Zacarias Law Firm**BPI office Roxas Boulevard Macapagal Avenue Phi.2020 -Carrying out an assigned task. -Organizing files. -Creating a welcoming environment. -Preparing and Cleaning workplace. Maintaining and organising common office areas.**Japanese Language Tutor****TESDA Fairview Quezon City**Quezon City Phi.2019 -Lead a group of lesson to assist a student studying theJapanese language. -Responsibilities to prepare students for specific exams toImprove their conversational Japanese, -Responsible for delivering language teaching. -Fostering cultural understanding and communication.**Production Staff Wedding Box factory****Construction and Interior Site Company**Lagro Quezon City Phi.2017 -Assemble products and inspect finished products for defects -Overseeing the project from start to finish. -Coordinate and organize production schedule activities. -Perform manual labor tasks in production environment. -Maintaining the cleanliness of workplace.**Cook / Waitress****Udon House / Filipino & Japanese cuisine**George Bocobo Malate Manila Phi.2013 – 2016 -Cook plans, prepares and cooking food items to insure The highest quality service and experience for customer. -Helping the kitchen to organized and running efficiently. -Ensure proper food handling, sanitation and following Food storage procedures.  -Waitress responsibilities include greetings such as warmWelcome and serving customers. -Providing detailed information on menus. -Multi-tasking various front of the house duties and collecting orders**I Hereby certify that the above information is true and correct****To the best of my knowledge and beliefs.** jacqueline christina j.torrecampo  Applicant |