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|  |  | jacqueline christina javier torrecampo  OBJECTIVES:  To secure a suitable position in an organization were  Proven skills and experience could be used productively to enhance Career Development, Professional growth and leads mutual benefits for the organization and the individual. |
| CONTACT PHONE NUMBER:  30749783  EMAIL:  torrecampojacqueline@yahoo.com  PLACE;  Doha, Qatar personal DETAILS Gender: Female  Status: Single  Height: 5’7 – 167cm.  Weight: 62kg  Passport no: P0462308B  Visa Status: Transferable Visa w/NOC **EDUCATION** Vocational:  SLDM College of Quezon City  Japanese Language & Culture  Housekeeping  S.Y. 2018 – 2019  SECONDARY:  Maligaya High School  S.Y. 1997 – 2001  PRIMARY:  Lagro Elementary School  S.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 Qatar  2024  -Deliver high-quality manicure, pedicure and other  Nail treatments, design and arts for nails.  -Listen to my clients wishes and make recommendation  To 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 Fairview  2021 – 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 a  Emails, 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 the  Japanese language.  -Responsibilities to prepare students for specific exams to  Improve 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 warm  Welcome 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 |