



LORLYN E. GALLEMA

NATIONALITY

FILIPINO

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EMAIL ADDRESS

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ADDRESS

Doha, Qatar

PERSONAL DATA

Age: 48 years old
Status: Married
Birthplace: Malaybalay Bukidnon,
Cagayan De Oro, Mindanao, Philippines.
Birthdate: February 28, 1976
Weight: 55kg
Height: 160cm

OBJECTIVE

To join an organization where I am employees my skills and experiences and attain a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me, and ability to work well with other.

EDUCATION

MALAYBALAY NATIONAL HIGHSCHOOL
1990 - 1994

IMUS TESDA VOCATIONAL SCHOOL
2012 - 2015
Cosmetology Course – Graduate w/ Certificate

CENTRAL LUZON STATE UNIVERSITY
2017 – 2019
Bachelor of science in Hotel and Restaurant Management
Undergraduate

WORK EXPERIENCE

CHINESE CELEBRITY RESTAURANT
Service Crew
1992-1997

- Dealing with queries or requests from the visitors and employees.
- Assisting other administrative staff in wide range of office duties.
- Coordinating the maintenance and repair of office equipment.
- Make sure the office and place premises are clean.

PRO-FRIENDS REAL ESTATE INC.
Sales Agent
2009-2012

- Developing sales pitches to sell products or services.
- Making cold calls to sales leads or taking calls from prospective customers.
- Maintaining documentation of their sales like invoices or client contracts.
- Making client visits to present and promote products and services.
- Conducting negotiations for sales contracts.

ANGEL'S SALON
Hairdresser
2015-2016

- Welcoming customers into the salon and confirming their requirements.
- Cutting, trimming, shampooing, conditioning, and styling hair.
- Recommending extensions, wigs, toupees, and hairpieces.
- Checking for skin sensitivities and coloring the client's hair.
- Monitoring your use of coloring chemicals, to avoid damaging customers' hair.

TRANSFORTIFY PHILIPPINES – LOGISTICS COMPANY
AGENT DRIVER
2020-2022

- Map out driving routes ahead of time to determine the most expedient trip.
- Pick up clients from the place and at the time they've requested.
- Assist clients with loading and unloading their luggage.

- Listen to traffic and weather reports to stay up-to-date on road Conditions.

SKILLS

- Active listening and effective communication skill
- Flexible in work shifts
- Strong knowledge in traffic laws
- Problem solving skills
- Ability to operate and maintain a variety of vehicles
- Familiarity of GPS technology and route planning
- Social skills
- Patience
- Honesty
- Self-Discipline
- Punctuality

CHARACTER REFERENCE

RONALD COMPANCION
Ministry of Qatar Driver
+97455903908

AKIN OCAK
Chef, Sheraton Hotel, Doha, Qatar
+97466916495

I do hereby certify that above information are true and correct to best of my knowledge and belief.

Lorlyn E. Gallema