



Alexandra Abegail P. Padraque

CONTACT



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Zone 6 Bulao Iponan,
Cagayan de Oro City, 9000

SKILLS

- Verbal and written communication skills
- Basic computer literacy skills
- Conflict management
- Customer Service
- Multi-tasking capabilities
- Time-management skills

CAREER OVERVIEW

Experienced in store management, I have learned to provide consistent customer assistance that significantly improved my communication and customer service abilities. I am adept at meeting the needs while Maintaining the customers' satisfaction.

WORK EXPERIENCE

2018- 2022

LOCAL RETAIL STORE CO-MANAGER - PADRAQUE RETAIL STORE

- Help manage the store regularly.
- Assist and serve customers with a wide range of basic needs and necessities.
- Utilize strong communication and interpersonal skills to the customers.

EDUCATION

■ TERTIARY EDUCATION

University of Science and
Technology of Southern
Philippines

2022- 2023

B.S in Information Technology

■ SECONDARY EDUCATION

Iponan National High School

2016-2022

■ PRIMARY EDUCATION

Iponan Elementary School

2010- 2016