



ALPHA JOY S. CUARESMA

CONTACT

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8A 2nd Avenue Bagong Lipunan ng
Crame, Quezon City 1111

OBJECTIVE

Seeking an entry-level position to begin my career in a high-level professional environment.

PERSONAL INFORMATION

Date of birth: **September 29, 1995**
Civil status: **Single**
Nationality: **Filipino**
Gender: **Female**

EDUCATION

Philippine Maritime Institute
Colleges Quezon City
Bachelor of Science In Customs
Administration Class of 2018

PROFESSIONAL STRENGTHS

- Good oral and communication skills
- Good analytical thinking skills
- Able to work under pressure
- Sound knowledge in Microsoft tools

WORK EXPERIENCE

Cashier / Service Crew(July 2016 to October 2016)

Avirga Enterprises Inc.(Jollibee Pertron Bonny Serrano)

- Takes costumer orders and process payments
- Prepares and expedites food orders
- Attends to costumer's queries
- Performs cleaning duties such as clearing tables ang sanitizing food preparation areas
- Does inventory for food supplies every month end

On-the-job Trainee (July 2018 – October 2018)

Tri Axis Worldwide Logistics Philippines

- Processes Documents such as invoices and import-related documents

Content Moderator (August 2021 – September 2022)

Accenture

- Reviewing, analyzing, rating content

CHARACTER REFERENCE

Babylyn Q. Abbacan
Radiologic Technology
09086887284

Candy C. Tagao
Business Analyst
09261554033