



REGEM YANTE BACOLCOL

regem.bacolcol@gmail.com

Blk 6 Lot 10 Casa Asuncion

Bagumbong, Caloocan City

09634576213

SUMMARY OF QUALIFICATIONS

- Goal driven person with strong ability to effectively multi-task in a fast-paced office environment
- Motivated person towards achieving set goals and deadline in timely manner
- A cooperative and team player member that can stand as leader if needed

OBJECTIVE

To have a suitable environment for a fruitful and meaningful work

WORK EXPERIENCE

SM HOME

Sales Clerk

November 2020 – March 2021

- Meet the average daily sales and help the customer to find their needs
- Replenish all the items that have been purchased
- Display the item properly according to size and color
- Construct new items and collapsing it if that is the only one left

TIMEZONE

Guest Service Attendant

December 2019 – September 2020

- Spread happiness and create memorable moments for our guests
- Machine checking daily with logbook record
- Maintaining the cleanliness of the store
- Explain and show the activity, game or service and assist the guest from their needs

EDUCATION

Tertiary:	Our Lady of Fatima University Bachelor of Science in Information Technology/ (2018-2019) Total units taken: 44.0 GWA: 1.83 Quezon City
Senior High School:	Young Achievers' School of Caloocan Inc. Caloocan City 2016 – 2018
Secondary:	Bagumbong High School Caloocan City 2012 – 2016
Primary:	Amazing Grace Preparatory and Tutorial School Caloocan City 2004 – 2012

PERSONAL SKILLS

- Knowledgeable in basic Microsoft Office applications and photo/video editing
- Knowledgeable in basic HTML 5, and CSS 3 and Troubleshooting
- Highly motivated and self-starter who takes initiative and with minimal supervision
- Excellent ability in working under difficult situations

CHARACTER REFERENCE

France Beltran	Manager	Timezone	09064732833
Rizza Malsi	Manager	SM Home	09952942585

I hereby certify that the information is true and correct to the best of my knowledge and belief.

REGEM YANTE BACOLCOL