

above minimum

# Freeda Alexis R. Enriquez

09935829180

enriquezfreedaalexis@gmail.com

Proper 2 San Antonio Calapan

City, Oriental Mindoro

5200



## Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EDUCATION

### TESDA TVET

- Food and Beverage Services NC II
- Housekeeping Services NC II
- Facial Make-Up COC

### Associate Degree

I.TECH *Int'l Technological Insti*  
• Hotel and Restaurant Management  
2019 *of Arts & Tech.*

### Secondary Education

- Jose J. Leido Memorial Highschool  
2012

### Personal Background:

- Date of Birth: 06/11/1996
- Place of Birth: Baybay City, Leyte
- Age: 23
- Civil Status: Single
- Nationality: Filipino
- Religion: Roman Catholic Height
- 5'6
- Weight: 79 kg

### Achievements:

- With High Honors at I-TECH
- Leadership Awardee
- OJT of the Year

### Reference:

Provided Upon Request

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

Freeda Alexis R. Enriquez

Applicant

- with live in partner for 10 yrs
- 2 sons - 3yrs & 8yrs
- any single
- willing to adjust her tutoring time

## EXPERIENCE

### Cashier

Ace Hardware April 2019-July 2019

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit

### Room Attendant

Casa Estela August 2019- October 2019

- Stock and sort supplies
- Vacuum, clean, dust and polish guest rooms
- Make beds, change sheets, remove and replace used towels and toiletries

### Tutor

M.A.T.H Guild October 2019-February 2020

- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom

### Online Tutor

January 2021- May 2021

- Assist the students' learning progress through visual communication, sending them online resources, and utilizing educational materials such as boards, documents, and visual presentations depending on the course content.
- Work with students struggling in English, teaching basic grammatical skills base.

### Freelance Personal Tutor

August 2019-Up to Present

- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
- Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics

- 3-5 pm everyday | 175/hr | max of 3hrs a day

### Customer Service Representative

Ajune Outsourcing BPO February 2022-June 2022

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Give customers information about products and services, take orders.
- Manage large amounts of incoming phone calls
- Generate sales leads

- Medicare acct

- cold calls

- got sick - iron deficiency

- she has med. all goods to work graveyard is issue at all

3 kids  
1 HS  
Foreigner - sometimes if their fathers are not available