### Experience

November 23, 2020 to July 21, 2021

Purchaser/Time Keeper/Accounting Clerk/office staff

**Gerona Enterprises**, Iligan City

* Kept watch of the employee’s time in and time out.
* Purchased required materials for the employees to use on field.
* Calculated Cash advances using computer technology to produce statistical data of the employee’s salary.
* Accompanied the company to the field operations in Pasacao, Camarines Sur, Luzon.

March 2018 to January 2019

Service Staff/Cashier/Bus girl

**Monster Sisig** Tibanga, Iligan city

* Offered quality costumer services.
* Proved to be trustworthy enough to be a cashier.
* Assisted the cook in kitchen matters.
* Prepared ingredients for the menu.
* All-rounder.

**Career Objective:**

I am Aily jean M. Cortes although i am still inexperienced but i am willing to be trained in hopes of creating excellent outputs for this company and offer better performance. I believe in my ability to adapt and work under pressure regardless of the task that is entrusted into me. I am hoping and praying to be accepted in your company.

### Highlights

* Results-oriented
* Organizational capacity
* Ability to maintain good relations with co workers
* Good manners
* Analytical skills
* Strong communications
* Adaptable

### Education

Elementary School:

* Echavez Elementary School
* Graduated: School year 2014

High School:

* Iligan City East Nat’l High school
* Moving up to senior high in school year 2018
* Graduated in senior high school in 2020

### Hobbies

* Biking
* cooking



AILY JEAN M. CORTES

+639264257294

Ailyjeancorts@gmail.com