

Josephine R. Arradaza

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OBJECTIVE

Motivated individual looking to use technical and customer service skills to support co-workers and clients as an office assistant at MELANN Lending Investor Corp.

EXPERIENCE

Tutor

Ormoc City, Leyte
1995 – 1997

- assessing student learning needs and weakness areas
- referring to library sources
- explaining theory
- answering to student inquiries
- helping with assignments
- recommending learning methods

Store Owner

Epen's Store
Brgy. Can-adieng, Ormoc City
2000 – Present

- provide assistance to customers
 - operating the cash register
 - greeting customers
 - stocking shelves
 - maintaining the store clean and organized
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EDUCATION

Bachelor of Science in Elementary Education

St. Peter's College of Ormoc

Fr. Ismael Cataag St., Ormoc City
1995

SKILLS

- Excellent written and verbal communication skills
- Eager to learn
- Teamwork
- Hardworking
- Efficient

Janice
JOSEPHINE R. ARRADAZA