

**Justine C. Cruz**

**825-863-6013**

**Justinemartincruz01@gmail.com**

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An enthusiastic, goal-oriented and professional who achieves high level of customer satisfaction. A motivated individual possessing a strong commitment to quality customer service.

#### **EXPERIENCE**

Cashier Responsible for the daily balancing and reconciling of cash office account.

A&W Handle all customer payment and credit transaction.

December 18, 2022 – February 2023 Resolve customer complaints, guide them and provide relevant information.

Executive Assistant Responsible for contracts, documentations, and negotiations with the clients.

Globalcrete Readymix Inc. A company dealing with many kind of construction like multi-purpose building, drainage and road concreting .

(August 2019 to June 2022)

On the Job Training Responsible for responding to emails and credit card approvals.

RCBC Bank One of the trusted banks in the Philippines dealing with any kind of money transaction.

April 2014 – June 2019

Elected Official(Youth Public Servant) Responsible in making programs and projects for the development of the youth in the community.

LGU Candaba,Philippines One of the position in the government that focus in serving youth.

June 2018 – November 2022

Cashier Responsible for the daily balancing and reconciling of cash office account.

MacDonald Philippines Handle all customer payment and credit transactions.

January 2018- December 2018

#### **EDUCATION**

BACHELOR OF Science in Computer Engineering

Bulacan State University, PHILIPPINES

August 2014 – June 2019

**SKILLS**

MS OFFICE WORKS      PROGRAMMING SKILLS IN VISUAL BASIC      KNOWLEDGE TO C++      MICROCONTROLLER USING  
ARDUINO IDE

AutoCad      CUSTOMER SERVICE      PROBLEM SOLVING ABILITIES      LEADERSHIP

**REFERENCE**

Raquel A. De Guzman      Carmelito Tagudar

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