# Chona T. Pateña

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## **OBJECTIVE**

To seek for a professionally rewarding position that will utilize my skills and develop my potentials and to be a part of an environment which fosters personal and professional growth.

#### **WORK EXPERIENCE**

# RESERVATION STAFF 2LR QUEST TRAVEL AND TOURS – Ibaan, Batangas

July 2019 - Present

- Help clients book their trips to various destinations and reserve airline tickets.
- Answers clients call for price guotes and hotel reservations
- Handle walk-in clients.

# SALES/COLLECTION STAFF RUMALI LAND CORPORATION - Lipa City, Batangas

February 2018 - June 2019

- Provides financial, clerical and administrative services to ensure efficient, timely and accurate reporting, collection of reports.
- Assists the marketing Officer in sales and inventory monitoring of Teresa Homes subdivision lots;
- Provide systematic documentation of all daily sales and collections transaction, particularly;
  - o Reservation Agreement
  - o Buyers Information Slip
  - Contract to Sell
  - Other relevant document
- Maintains Individual Buyer's Folder containing ledgers, sale documents and buyers identifying documents. Sees to it that
  these are arranged in chronological and numerical sequence for easy reference.
- Takes charge in the presentation of collection of receipts in acknowledging buyers payments for fees, dues and other
  payment, formulates collections strategies to ensure timely collection from buyers.

# PROJECT ACCOUNTING STAFF RUMALI LAND CORPORATION – Lipa City, Philippines

April 2017 - February 2018

- Directly takes in charge in the project general and accounting functions and sees to it that all accounting works thereat are being expedited and implemented as per company policy.
- Coordinates the project accounting functions with that of the overall accounting procedures of the Head Office.
- Provides financial, clerical and administrative services to ensure efficient, timely and accurate reporting, collection of reports.
- Assists the marketing Officer in sales and inventory monitoring of Teresa Homes subdivision lots;
- provide systematic documentation of all daily sales and collections transaction, particularly;
  - o Reservation Agreement
  - Buyers Information Slip
  - Contract to Sell;
  - Deed of Absolute Sale and others
  - Other relevant document
- Maintains systematic and complete file of all accounting records and files.
- Maintains Individual Buyer's Folder containing ledgers, sale documents and buyers identifying documents. Sees to it that
  these are arranged in chronological and numerical sequence for easy reference.
- Takes charge in the presentation of collection of receipts in acknowledging buyers payments for fees, dues and other payment, formulates collections strategies to ensure timely collection from buyers.
- Prepares and submits monthly collection reports, indicating efficiencies and analysis as maybe required by the PDM and or Head Office.

- · Cleans all parts of the house.
- Helps in preparing food.
- Keep an eye on children, as told by parents.

#### **SCHOOL CASHIER**

November 2013 - May 2014

### ACTS Christian Academy Inc. - Ibaan, Batangas

- Collects fees and receives payment.
- Tally the amounts received at the end of the day and compare the number to the total transaction amounts to ensure they
  match.

#### **SCHOOL CASHIER**

June 2010 - March 2012

#### ACTS Christian Academy Inc. - Ibaan, Batangas

- Collects fees and receives payment.
- Tally the amounts received at the end of the day and compare the number to the total transaction amounts to ensure they
  match.

#### **COMPUTER TEACHER**

June 2008 - March 2010

#### ACTS Christian Academy Inc. - Ibaan, Batangas

- · Creates lesson plans for the students in the class.
- Provides appropriate resources and learning materials for students.
- Assigns projects and evaluates student performances in class and on tests.

#### **EDUCATION**

# CERTIFICATE IN BASIC KOREAN LANGUAGE COURSE

January 22, 2016

Jade Jabez Tutorial Center – Lipa City, Philippines

# NATIONAL CERTIFICATE II in HOUSEHOLD SERVICES

Technical Education And Skills Development Authority (TESDA) - Philippines

June 01, 2015

#### **NATIONAL CERTIFICATE II in HOUSEKEEPING**

Technical Education And Skills Development Authority (TESDA) - Philippines

August 29, 2014

# NATIONAL CERTIFICATE II in FOOD AND BEVERAGE SERVICES

Technical Education And Skills Development Authority (TESDA) - Philippines

August 04, 2014

#### ASSOCIATE IN COMPUTER TECHNOLOGY

2006-2008

STI College - Lipa City, Batangas, Philippines

# CAPABILITIES

- · Computer Literate: proficient in MS Word, Excel and PowerPoint
- With perseverance and determination to accomplish task
- Can work under pressure with minimum supervision
- Fast learner and determined

## PERSONAL DATA

Gender

Female

Age

36 years old

Date of Birth

April 24, 1983

Place of Birth **Civil Status** 

Ibaan, Batangas, Philippines

Height

Single

5'1

Weight Nationality 60 kgs. Filipino

## **CHARACTER REFERENCES**

Ms. Pierre Angelie Z. Sevilla

HR / Liaison **ACTED Philippines** Makaty City, Philippines

Ms. Sarah Joy M. Vivas

HR Representative/Marketing Officer Rumali Land Corporation Lipa City, Batangas, Philippines

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

Chons J. Pateni Ms. Chona T. Pateña Applicant