

CARLAMINA CAJERIC

+63 9636698599

Guadalupe, Baybay City, Leyte

cajericcarlamina@gmail.com



SUMMARY

Dedicated detail and service-oriented professional with 4 years of experience as Cashier and 2 and a half years as Assistant Secretary. Proven track record of excellent customer service, managing cash, and performing administrative tasks with efficiency and accuracy. Possessing strong organizational, communication, and problem-solving skills, I am seeking to leverage my skills and experience to provide administrative support and contribute to the success of the company.

TECHNICAL SKILLS

Adaptability

Flexibility

Critical thinking

Problem-solving

Negotiation

Communication

Basic Computer

Time Management

Data Entry

PROFESSIONAL EXPERIENCE

Wellisa Farms Corporation

Jan 2023 - Jul 2025

- Collaborated with the department heads for vaccine and supply management in swine operations.
- Coordinated weekly and monthly cash reports through expense records for transparency.
- Maintained accurate employee records, such as personal data, benefits, and attendance.
- Executed supply orders while ensuring timely updates on inventory status.
- Delivered exceptional customer service by promptly addressing concerns and inquiries.

Coastalview Foods Corporation

Jul 2018 - Dec 2022

- Fostered customer relations by resolving complaints and inquiries promptly.
- Exceeded productivity goals to meet sales targets and game plan.
- Ensured efficiency in financial transactions while maintaining up-to-date knowledge of company policies and procedures.

EDUCATION

Bachelor of Arts in English Language Studies

Visayas State University

Visca, Baybay City, Leyte

2018-2022

ADDITIONAL INFORMATION

- **Languages:** English, Filipino, Cebuano
- **Certifications:** Completion of NSTP ROTC

REFERENCES

- Donviv Reel Vergara (Kane's Breeder Farm/Farm Manager) -09499889600
- Rowena Forrosuelo (Wellisa Farms Corporation/Human Resource Officer) -09274028052
- Fe Belle Lizza Rosquites (Coastalview Foods Corporation/Former Restaurant Manager -09368424733