



JENNY MAE N. SANCHEZ

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Professional Summary

I am writing to apply for field data assistance. I have experience as a secretary at Resilient Lending Inc. (Baybay Branch), Administrative Assistant at Vetripharma Inc. And as a cashier at Save More (Baybay Branch). I am confident in my ability to contribute positively to your team. I am eager to leverage my strong organizational, customer service, and administrative skills in this position to help support the growth and success of the company. During my tenure as a secretary at Resilient Lending Inc., and Administrative Assistant at Vetripharma Inc. I was responsible for organizing meetings, maintaining records, and managing communications. These tasks allowed me to develop excellent administrative skills, attention to detail, and the ability to handle confidential information effectively. I also honed my ability to work collaboratively within a team and liaise with clients and stakeholders. As a cashier at the Save More Baybay Branch, I gained valuable experience in handling financial transactions, managing customer interactions, and ensuring accuracy in all transactions. My ability to manage cash flow, conduct reconciliations, and provide excellent customer service helped to build positive relationships with customers and ensure smooth day-to-day operations. These experiences have taught me to be adaptable and to work under pressure while maintaining high standards of professionalism.

Skills

- Organizational
- Verbal and Written Communication
- Office Administration
- Document Preparation
- Customer Service
- Report Writing

Education

BACHELOR OF SCIENCE (B.S.) IN AGRICULTURE MAJOR IN AGRICULTURAL EXTENSION VISAYAS STATE UNIVERSITY, Visca Baybay City, Leyte

Experience

- CASHIER (Sanford Marketing Corporation, Baybay Leyte)
- SECRETARY (Resilient Lending Incorporation Baybay Leyte)
- ADMINISTRATIVE ASSISTANT (Vetripharma Inc. Tayabas Quezon Province)

Certifications

- LICENSED AGRICULTURIST
- AGRICULTURAL CROP PRODUCTION NCII
- DRIVING NCII

Character Reference

Mary Ann T. Oracan
LGU-Baybay City
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