

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: January 18, 2021 – present
 - Position: Administrative Aide I/ Clerk
 - Name of Office/Unit: Department of Business and Management
 - Immediate Supervisor: Analita Salabao/ Angelita Paradero/ Bert C. Peñalosa
 - Name of Agency/Organization and Location: Visayas State University, Baybay City
 - List of Accomplishments and Contributions (if any)
 - Received/released incoming/outgoing communication
 - Prepared vouchers (Travel, cash advance, payroll)
 - Photocopied, sorted, collated documents
 - Encoded instructional materials and other documents
 - Done other duties possibilities assigned by the Department head.
 - Summary of Actual Duties
 - Responsible for the management of the clerical and administrative duties in a company including preparing documents, scheduling meetings, and updating records. Also known as office assistants or receptionists and performs other related functions of the Department
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- Duration: February 22,2019 – August 6,2021
 - Position: Customer Service Clerk
 - Name of Office/Unit: Supermarket Division
 - Immediate Supervisor: Nimpha Agustin
 - Name of Agency/Organization and Location: The Landmark, Makati City
 - List of Accomplishments and Contributions (if any)
 - Maintaining a positive, empathetic, and professional attitude toward customers at all times
 - Responding promptly to customer inquiries.
 - Communicating with customers through various channels.
 - Knowing our products inside and out so that you can answer questions.
 - Communicating and coordinating with colleagues as necessary.
 - Providing feedback on the efficiency of the customer service process.

- Ensure customer satisfaction and provide professional customer support.

- Summary of Actual Duties

- Representatives help customers with complaints and questions, give customers information about products and services, take orders, and process returns. As a CSC is a multitasking Job because it's not only physical aspect but also emotional. We monitoring of monthly report sales and performs other related functions.

CHARITA W.D. BARBOSA
(Signature over Printed Name
of Employee/Applicant)

Date: 4/20/22