

AIMEE R. POLIQUIT

Birth date: **March 19, 1988**
Status: **Single**
Citizenship: **Filipino**
Current address: **5874 San Joaquin St., Brgy. Olympia, Makati City**
Contact number: **09052062239**
Email address: **poliquit_aimee@yahoo.com**



OBJECTIVE

To be employed in a company where I will be able to utilize my skills and knowledge acquired in work experiences and education for the best interest and success of the company.

PROFESSIONAL ELIGIBILITY

Civil Service Eligible

Certificate Number 10080265

EDUCATION

Bachelor of Science in Hotel, Restaurant and Tourism Management

Cum Laude

Visayas State University

Visca, Baybay City, Leyte 6521 Philippines

S.Y. 2005-2009

WORK EXPERIENCES

January 2019 – Present

Administrative Assistant III

Department of Energy

Energy Center, Merritt Rd., Fort Bonifacio, Taguig City

January 2016 – January 2019

Administrative Assistant I

Department of Energy

Energy Center, Merritt Rd., Fort Bonifacio, Taguig City

Duties & responsibilities

- Answering phone calls and inquiries
- Record received documents in a logbook and into the database
- Scan and reproduce the documents for filing
- Disseminate documents to concerned staff/unit/division
- Track status of released documents that require monitoring

February 2010 – May 2013

Front Desk Cashier

Citystate Tower Hotel
1315 A. Mabini St., Ermita, Manila

Duties & responsibilities

- Attending to guest payments and monitoring of their remaining accountabilities
- Clearing and checking out of guests
- Issuance of O.R.s
- Making reports at the end of every duty
- Dealing with Filipino and foreign guests

September 2009 – January 2010

Sales Administrative Staff

CrownAsia (A Vista Land Company)
Sucat, Parañaque

Duties & responsibilities

- Attending to the buyers' concerns and doing immediate actions to it
- Monitoring monthly payments of buyers and preparation of Statement of Account (SOA)
- Clerical duties
- Documentation (Memorandum, Contracts)
- Negotiating/coordinating with other departments (Production, Finance, Accounting, Marketing)

2nd semester 2008-2009:

On-the-job Trainee (1,000 hours)

Maribago Bluewater Beach Resort
Buyong Maribago, Mactan Island, Cebu

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)

LANGUAGES/DIALECTS

English, Tagalog, Cebuano, Waray

REFERENCES AVAILABLE UPON REQUEST

I hereby certify that all information in this résumé is true and correct as to the best of my knowledge.


AIMEE R. POLIQUIT
Applicant