



**TAN, MARIA.
SUZETTE A.**

Licensed Professional
Teacher

Contact

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Zone 1 Luntad St. Brgy.
Canhandugan Jaro, Leyte

OBJECTIVE

Pursuing opportunity where I will be able to utilize my strong organizational skills, education background, and ability to work well with people, which will allow me to grow personally and professionally.

Skills

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Education

DIPLOMA IN TEACHING SECONDARY

Eastern Visayas State University Carigara
S.Y 2017 - 2019 Graduated

BACHELOR OF SCIENCE IN COMMERCE

Major in Banking and Finance
Leyte Colleges
Tacloban City
S.Y 2003 - 2008 Graduated

BOOK KEEPING

TESDA PESFA Scholarship
ACLC Tacloban Branch
Nov. 8 - Dec. 22, 2010

BASIC COMPUTER LITERACY TRAINING

Microsoft Office , Word Excel, Power Point

JE Mondejar Computer College
Brgy. 71 Naga - Naga Tacloban City

May 15-26, 2023

GRANJA KALINAWAN NATIONAL HIGH SCHOOL

Jaro, Leyte

Experience

MEDICAL CLERK

RIYAD CARE / KINGDOM HOSPITAL KSA

Record Management:

TASKS & RESPONSIBILITIES

- Organize , Update and maintain patient medical records, both paper and electronic.
- File, sort, and retrieve medical records and documents.
- Ensure accuracy and completeness of all medical records.
- Data Collection and Entry
- Confidentiality and Security
- Record Retrieval and Release
- Administrative Tasks

MERCHANDISER

Sheridan Mrktg inc

TASKS & RESPONSIBILITIES

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products.
- Display , arrange , Price and rotate products in store.
- Maintain store shelves by removing dated or damaged product.
- Monitor store inventory based on sales and intake.

NIKE PROMODISER

Lake Gennezareth Mrktg Inc

TASKS & RESPONSIBILITIES

- Promoting sales
- providing customer service
- Inventory management
- Including activities like greeting customers, answering question suggesting item and maintaining product displays.

References

ANNA BELLA C. DISPO	HON. FE CALUBIRAN
LICENSE PROFESSIONAL TEACHER	BRGY. CHAIRMAN
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