

CLE-ANN MICHELLE P. CASTILLO

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CAREER OVERVIEW

I manage secretarial duties like sorting and sending mail as a professional. To keep the office tidy and clean for guests or clients, I maintain an inventory of office supplies and place fresh orders as necessary.

EDUCATION

Bachelor of Secondary
Education Major In
Mathematic

Southern Philippines Agri-Business
Marine and Aquatic School of
Technology | 2019
Board Passer - Licensed
Professional Teacher | 2019

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills
- Tagalog and English, Basic Arabic
- Flexibility and Time Management

EXPERIENCE

Branch Assistant

Palawan Pawnshop Palawan Pera
Express Padala 2019 - 2023

- Help colleagues and set up the office in a way that streamlines processes
 - Sort and distribute correspondence as soon as possible
 - Ensure information is accurate and valid by creating and updating records
 - Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
 - Operating cash registers, managing financial transactions, and balancing drawers.
 - Achieving established goals.
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