



Resume

Personal details



KRIZIA EUNICE ORTIZ



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0562572878



West Zone Building, Electra street, Abu Dhabi



September 20, 2000



Female



Filipino



Unmarried

Skills

Proficient in using Microsoft 365 tools like OneDrive, Teams, Outlook, Word, Excel, and PowerPoint.



Finance



Creativity



Adaptability



Decision-making



Proficient in the use of Google workspace tools



Profile

Because I enjoy setting and achieving goals and have strong listening and communication skills, I work effectively both in teams and alone. I'm a kind, gregarious, and trustworthy individual. I have a creative mind and willing to try new things. I have a strong sense of organization, and I always plan ahead to maximize my time.

Education

08/2018 - 07/2022

Bachelor of Science in Business Administration major in Business Economics

Nueva Ecija University of Science and Technology, Cabanatuan City

Employment

08/2022 - 09/2023

Branch Assistant-Cashier

Palawan Pawnshop Group, Philippines

Assure efficiency in handling cash at the branch and deliver excellent customer services

- Prioritizes customer satisfaction as the foremost concern at all times.
- Ensures precision and accuracy in every transaction for a seamless customer experience.
- Maintains a high standard of cleanliness and order within the branch for a professional atmosphere.
- Systematically organizes daily files and transactions in the branch to enhance efficiency.
- Ensures daily reconciliation, ensuring alignment with BIR and accounting standards.
- Adheres strictly to customer data privacy policies, safeguarding sensitive information.
- Proactively assists customers with their concerns, ensuring a positive interaction.
- Actively engages in the marketing of auxiliary sales to enhance customer offerings.
- Maintains meticulous tracking to ensure the accuracy of money and transactions.
- Provides customers with accurate and helpful general information or assistance.

04/2021 - 06/2022

Cashier/Waitress

Jollibee, Cabanatuan

- Boosts customer loyalty with personalized service.
- Ensures trust through accurate transactions and order fulfillment.
- Improves the customer experience by handling tasks efficiently.

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Interpersonal communication ●●●●●

Leadership ●●●●●

Management ●●●●●

Strong employee relations skills ●●●●●

Familiar with performance management tools ●●●●●

Strong Communication skills (oral and written) ●●●●●

Quality management skills ●●●●●

Team Work ●●●●●

Languages

English ●●●●●

Tagalog ●●●●●

Qualities

■ Hard-working

■ Responsible

■ Consistent

■ Perceptive

■ Honest

■ Trustworthy

- Contributes to a positive store image with seamless operations.
- Supports an organized work environment by following standards.
- Reflects professionalism with a clean and welcoming workstation.

Achievements

- 2nd Placer In Happy to Serve you(Customer Service)

Certificates

12/2022

Basic Pawnshop Operation 1

12/2022

Basic pawnshop Operation 2

12/2022

Happy to Serve you

References

Christoper Francisco

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