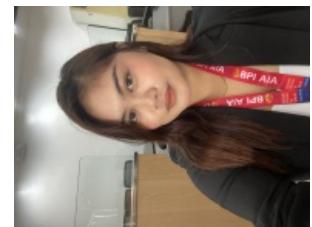


Curriculum Vitae

Female

D.O.B. 27 June 2001



Number of years working in industry:

0 years 7 months

Candidate ID Number: 190703

Nationality: Filipino

Language Skills:

Fluent: tagalog

Good: English

Permitted to work in: Philippines

Position Sought: Nail Technician, Receptionist

Personal Statement

I am a reliable and results-driven individual with a strong commitment to quality and service. My goal is to grow in a role where I can contribute effectively while continuing to learn and develop professionally.

Seeking work in international locations

Employment History:

July 2025 - Present - Receptionist at (most recent employer hidden for confidentiality) home town, Philippines, (Day Spa)

Duties included:

In my role, my main duties included responding to client inquiries via phone and email, handling complaints professionally, processing orders, and maintaining accurate customer records. I ensured a high standard of service by actively listening to client needs and resolving issues promptly.

In addition to my core responsibilities, I also took on extra tasks such as assisting in stock taking during inventory periods, helping prepare team schedules (rotas), and supporting basic budgeting tasks for office supplies and promotional materials. These experiences strengthened my attention to detail, organizational skills, and ability to work collaboratively across departments.

Products worked with:

n/a

Education and Qualifications:

2025 Bouncy Academy

Certified Nails and Lash Tech

Nails and Lash

2023 University of Antique

Passed.

Product Training:

July 2025

Bouncy Academy Iloilo

bouncy nails and lash

Vocational Qualifications

Virtual Assistant and an Admin Staff on my previous jobs in different companies.

Hobbies and Interests

I dance, sing, do freelancing in make up, I've been a member of a volleyball varsity way back when i was high school i also love to ride a bike and car for some roadtrips.

CV created at www.spastaff.com

