**JANE EMERALD F. FRONDA**

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***QUALIFICATION***

* **Excellent knowledge of computer**
* **Precice attention to detail**
* **Process excellent communication and inter-personal skills.**
* **Perferm effectively despite sudden deadlines and changing priorities**
* **Proven ability to identity, analyze and solve problems.**
* **Highly reliable self starter; can be counted on to complete task.**
* **Proven competence in working with others in a team**

***EDUCATION***

**TERTIARY: Bachelor of Science in Nursing (Undergraduate)**

Good Samaritan - Colleges

Cabanatuan City Nueva Ecija Philippines

June 2003- March 2007

**CERTIFICATION International Culinary Arts**

La Fortuna College

Cabanatuan City Philippines

May 09, 2009

***EXPERIENCE***

**Company: Room Five (Creative Facility) DMCC**

Jumeirah Dubai, UAE

**Position: General Helper**

**Date of Employment: June 25, 2019 – Present**

**Job Description:**

● Opens, sorts, date stamps,distributes incoming mail; collects, seals.

● May photocopy, sort, and/or staple documents, as requested.

● May file various documents records as specifically instructed; may retrieve files on request.

● May type labels, envelopes, and/or routine forms.

● May deliver items to other campus departments.

● May sort documents and stuff envelopes for mass mailings.

● Performs miscellaneous job-related duties as assigned

**Company: Frodo’s Kitchen**

Cabanatuan City, Nueva Ecija, Philippines

**Position: Waitress/ Cashier**

**Date of Employment:** September 2015 – March 2018

**Company: Kusina Restobar**

Cabanatuan City, Nueva Ecija, Philippines

**Position: Waitress**

**Date of Employment:** September 2010- July 2014

 **Company: Vicentico’s Restaurant**

Cabanatuan City, Nueva Ecija, Philippines

**Positon: Waitress**

**Date of Employment:** July 2006- August 2009

**PERSONAL BACKGROUND**

 **Citizenship: Filipino**

 **Age: 35 Years Old**

 **Date of Birth: May 13, 1985**

 **Civil Status: Married**

 **Languages: Tagalog & English**

I hereby affirm that all above-mentioned information is true and correct to the best of my knowledge.

 **Jane Emerald F. Fronda**