

Abegail Faith A. Enriquez

Address : 23rd Street Mushrif Area, Villa 17 Abu Dhabi United Arab Emirates

Mobile No : + 971 56 602 4627

1. Protiviti Member Firm Ltd.

(Abu Dhabi, UAE)

**Position : Admin Assistant**

Period : Jan 2013 – Feb 02 2015

**Job Description:**

* Admin Assistant

-Prepare and modify office documents.

-Schedule and coordinate meetings / appointments / interviews.

- Arrange company events (venue/ invitation/ budget)

- Administrative Task- Scanning, Printing, Editing files.

- Handles Travel Arrangements for Employees and Visitors

-Weekly and Monthly report of travel related finances.

- Maintains tracker for office supplies related finances.

- Maintains tracker for office transportation related finances.

- Other administrative tasks as required

2. New Edumax

(Alabang Muntinlupa,Philippines)

**Position : English as Second Language Teacher and ESL Teaching Skill Trainer**

Period : April 2011 – October 2012

**Job Description:**

* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.
* Maintain appointment diary either manually or electronically
* Train ESL Teaching Skill to newly hired teachers
* Making sure all class are well organized.
* Sending out daily reports of feedback, areas of improvement and notes of what teacher and students have discussed per day/ per class and submit the same to student's parents and students.
* Teach English to Korean Students through online and offline.
* Classroom management;
* Planning, preparing and delivering lessons to a range of classes and age groups;
* Preparing and setting tests, examination papers, and exercises
* Marking and providing appropriate feedback on oral and written work;
* Devising, writing and producing new materials, including audio and visual resource
* Basic administration, such as keeping student registers and attendance records

3. Edubox

(Alabang Muntinlupa,Philippines)

**Position : English as Second Language Teacher**

Period : August2010 – March 2011

**Job Description:**

* Teach English to Korean Students through online and offline.
* Classroom management;
* Planning, preparing and delivering lessons to a range of classes and age groups;
* Preparing and setting tests, examination papers, and exercises
* Marking and providing appropriate feedback on oral and written work;
* Devising, writing and producing new materials, including audio and visual resource
* Basic administration, such as keeping student registers and attendance records

4. Key West Data Network

(Makati, Philippines)

**Position : Customer Service Representative**

Period : November2009 – July 2010

**Job Description:**

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Maintains customer records by updating account information.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
* Maintains financial accounts by processing customer adjustments.
* Recommends potential products or services to management by collecting customer information and analyzing customer needs.
* Prepares product or service reports by collecting and analyzing customer information.
* Contributes to team effort by accomplishing related results as needed.

**II. PERSONAL DATA**

DATE OF BIRTH :  February 22, 1991

PLACE OF BIRTH :  Las Piñas City, Philippines

CITIZEN : Filipino

CIVIL STATUS :  Married

RELIGION :  Christian

GENDER :  Female

**III. EDUCATIONAL ATTAINMENT**

Tertiary : Bachelor of Science in Tourism 2009

Lyceum of the Philippines University, Manila City

Secondary : St. Therese School Las Pinas City 2004

Primary : St. Josephs Academy Las Pinas City 1998

**IV. Trainings**

Citizenship Advancement Training/ St. Therese School Philippines 2008

Call Center (Customer Service) Training/ Key West Data Network, Inc. Philippines2009

English as Second Language Teaching Skill Training/New Edumax Philippines 2011

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.   
 

**Abegail Faith A. Enriquez**

Applicant