



DAISY N. FONTILLAS

Address : Amungan Iba, Zambales
Email : dsyfnlls@gmail.com
Mobile Number: 09273824365 / 09489705802

I enjoy learning new things, excelling in teamwork, working well under pressure, possessing strong time management and communication skills, and being detail-oriented and quick to learn new concepts.

SKILLS

- TIME MANAGEMENT
- DISCIPLINE
- SELF-CONFIDENT
- PROFICIENT IN MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)
- FLEXIBILITY
- PROBLEM SOLVING

EDUCATION

TERTIARY

PRESIDENT RAMON MAGSAYSAY STATE UNIVERSITY

Bachelor of Secondary Education Major in English (2023-2024)

SECONDARY

AMUNGAN NATIONAL HIGH SCHOOL

SENIOR HIGH SCHOOL (2019-2020)

HUMANITIES AND SOCIAL SCIENCES

JUNIOR HIGH SCHOOL (2017-2018)

PRIMARY

DAMPAY ELEMENTARY SCHOOL (2013- 2014)

WORK EXPERIENCE

XCEED REALTY AND DEVELOPMENT INC.

Sales Person (2020 - Present)

- Identifying potential customers and reaching out to them to generate sales opportunities.
- Skillfully negotiating contract terms and closing sales deals.
- Leveraging customer relationship management software, sales presentation materials, and other technologies to improve efficiency and effectiveness.

TEACHING INTERNSHIP (2024)

- Successfully completed a challenging internship in a professional setting, gaining practical experience and applying theoretical knowledge to real-world projects.

POPCOM - IBA CAPITOL

Staff (2019)

- Proficiency in using statistical software, data visualization tools, and database management systems.

BAKASYUNAN RESORT AND CONFERENCE CENTER

Waitress 2020

- Anticipating customer needs and providing attentive, responsive service.
- Work well under pressure during busy periods.
- Multitask and prioritize tasks to provide efficient service.

DYIIN DEEE'S KOREAN FOOD MART

Cashier 2024

- Provide exceptional customer service by greeting customers, answering questions, and resolving issues promptly.
- Maintain a clean and organized checkout area while ensuring sufficient stock levels of products.
- Prepare and cook menu items according to established recipes and standards
- Assist with inventory management, including restocking shelves and conducting regular inventory checks.

REFERENCE

Patrick Michael Poirier
09171507169

Ian Christian Febrer
09281631484

Jenilyn Edpalina
09515936227

"I HEREBY CERTIFY that the information provided in this resume is true and accurate to the best of my knowledge"

DAISY N. FONTILLAS

APPLICANT