



Christine Joy Espia
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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Orthoplus Bone and Joint Center** November 2023 - Present
Medical Secretary/Nursing Assistant
 - Monitor patient's condition and assess their needs to provide the best possible care and advice.
 - Collaborate with physicians and nurses to devise individualized care plan for patients
 - Observe and interpret patient's symptoms and communicate them to physicians.
- **Al Muhairi** September 2019 - October 2023
Personal Assistant
 - Meeting the particular needs of the boss.
- **Options Boutique (Philippines)** February 2015 - August 2019
Supervisor/Cashier
 - Served a wide variety of financial transactions using point of sale system.
 - Conducted with a pleasant, helpful demeanor with all customers no matter how busy the store is.
 - Effective knowledgeable about current promotional offers, sales, discounts, coupons and any other short-term events that can help to achieve sales.
- **Avatar Technologies (Philippines)** January 2014 - December 2014
Customer Service Representative
 - Contacting business or private individuals by phone.
 - Resolve customer issues and complaints effectively and efficiently.
 - Respond promptly to customer inquiries and concerns via phone.

Education

- **Iloilo Science and Technology University** 2011 - 2013
Bachelor of Secondary Education

Skills

- Customer Service
- Multi-tasking
- Computer literacy
- Teamwork
- Patience

Language

- Arabic
- English
- Tagalog