

STEFFANIE [REDACTED]

DOCUMENTATION SPECIALIST

[REDACTED]
[REDACTED]
[REDACTED]



CAREER OVERVIEW

To apply and develop my skills to career advancement and to obtain a challenging position where my resourceful experience and skills will add value to organization operations.

EDUCATION

Bachelor of Science in Tourism Management

[REDACTED] | 2018 - 2019

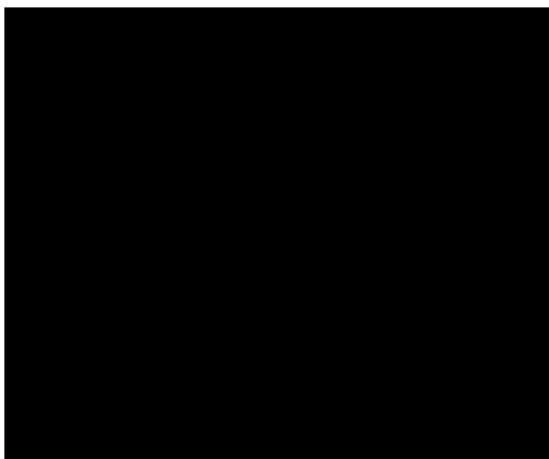
Science, Technology, Engineering and Mathematics

[REDACTED] | 2016 - 2018

SKILLS

- Basic computer literacy skills
- Data Analysis
- Adaptability
- Time-management skills
- Communication
- Problem-solving

REFERENCE



EXPERIENCE

Documentation Specialist

[REDACTED] | April 2019 to Present

- Bill of Lading process
- Invoicing
- Sending Arrival Notice
- Updating Selling Rate quotation in CargoSphere

Cashier Crew

[REDACTED] | August 2018 - March 2019

- Operated cash register and processed customer payments using POS system, maintaining 99.5% accuracy in transactions.
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