

# Lucy Asubar

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## Summary of Qualifications

- Ability to obtain data, evaluate and extract pertinent information through research.
- Solid verbal and written communication skills, attention to detail, and ability to multitask.
- Substantial business and organizational experience demonstrated in various positions.
- Adaptable to working in a team or in an individual basis.

## Education

University of California – Berkeley, California – May 2006

Certificate in Paralegal Studies

San Francisco State University – San Francisco, California – August 2004 to August 2005

ABA Paralegal Studies Program

Relevant coursework: Introduction to Law/Civil Procedure, Computer Applications in Law Practice and Legal Research & Writing

University of the Philippines, College Cebu – June 1981 to April 1985

Bachelor in Business Management

## Professional Experience

**Oceanic Bank** – Operations Clerk, San Francisco, Ca  
(January 2002 to Present)

- Handles the bank's various investments with other banks, and other investment firms.
- Processes local and international wire transfers.
- In-charge of the Time Deposits, sends out their interest checks and inform clients about their maturing TD's.
- Excellent customer service abilities and multitasked.
- Worked cooperatively with my co-workers and made decisions with others using the consensus process. Used criticism and communication constructively.

**Solidbank** – Head Teller, Cebu City, Philippines  
(February 1988 to December 1995)

- Received cash and check deposits, cashed checks, paid out withdrawals and assisted clients with balance inquiries
- Trained in the New Accounts, opened new accounts, and processed time deposits

- Performed the duties of the Branch Cashier when she was not around.

**Men Men's Boutiques-** Store Manager, Cebu City, Philippines

(February 1987 to January 1988)

- Responsible for inventory control, quality assurance, product display, and ordering of merchandise
- Hired, trained, scheduled and supervised sales personnel
- Resolved customer complaints

**Gordola Law Office** – Office Clerk, Cebu City, Philippines

(May 1985 to January 1987)

- Law office specialized in debt collections and was responsible for sending out demand letters to the debtors.
- Communicated with clients regarding the status of payments of the debtors
- Created new tracking and filing system to accomplish faster access to clients and debtors information