**Gulfjobseeker.com CV No:** **787164**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**OBJECTIVES:**

* To work and be able to share my skills in your organization where I can utilize the knowledge and training I have obtained from my education, on the job training & work experience and eventually create more learning for success.
* To utilize my extensive through performing the task satisfactory, functionally and eventually take part in the success of the company through contribution of ideas and effort for its advancement.

**SUMMARY OF QUALIFICATIONS:**

* Completed a Bachelor / Degree of Science in Religious Education
* Competent in the use of standard Microsoft Applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet Explorer & Outlook)
* Good organizational skills and ability to work under pressure
* Highly competitive self-starter who is organized disciplined and goal-oriented
* Personable articulate and professional in both appearance and manner
* Driven to learn and apply new ideas and skills.
* Enthusiastic, creative and willing to assume increase responsibility
* Unique ability to adapt quickly to challenges and changing environments
* Strong leadership qualities and team oriented
* Strong problem solving and analytical abilities
* Able to understand and communicate with a wide variety of people
* Able to investigate, identify and solve problems quickly and efficiently
* Active interest in maintaining personal technical skills and knowledge

**PRACTICE TEACHING**

* Stella Maris College (Elementary Department S.Y. 2006 – 2007)

-Grade 2 and Grade 4 in Christian Living

-Grade 2 and 4 in Mathematics

* Bagong Silangan Elementary School (S.Y. 2006-2007)

-Grade 2 and 5 in Christian Living

**PASTORAL INTEGRATION**

* Bagong Silangan, Quezon City (2005-2006)
* Project 4, Quezon City (2006-2007)

**EXPOSURE**

* Community Immersion (6 weeks)

Brgy. Bagong Sikat, Agoncillo, Batangas

-Children and Youth Catechism

-Bible Sharing for the Parents

**SEMINARS ATTENDED:**

* Leadership Training Seminar
* Ethics of Enough: SAPAT Seminar
* Community Immersion
* Seminar on Gender Issues
* PETA Workshop Seminar (Theater Arts)
* Classroom Management Seminar
* Indigenous Instruments Seminar
* Liturgy Seminar
* Shibashi (Body Prayer)
* Pranic Healing Seminar
* Understanding By Design Seminar

**WORK EXPERIENCES:**

***Mater Ecclesiae School (Elementary Department 2007-20011)***

***San Pedro, Laguna, Philippines***

***Position:Teacher***

Class Adviser of Grade 2 (S.Y. 2007-2008)

Religion and Values Education Teacher ( Grades 1, 2 and 4 )

Class Adviser of Grade 4 for 3 consecutive years

Adviser of Music Ministry and Lectors and Commentators Ministry

***ST Microelectronics***

***Calamba, Laguna, Philippines***

***Position: Document Controller***

Responsible for coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive.

Ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.

Responsible for file validation and document controlling.

Effectively follow the company’s standard operating procedures in submissions of documents.

Ensures that all documents have no errors in filenames, submissions, etc before submitting it to the next department to avoid confusion.

Perform process control monitoring and inspection of outgoing products in accordance with quality procedures and instructions with the objective of providing full customer satisfaction.

Perform documentation check of outgoing products in order to ensure compliance to specifications.

Collect the process control and outgoing inspection data and highlight occurrence of non-conformities in order to obtain appropriate corrective and preventive action.

Makes and issue production plan for Subcon & monitors daily production status of handled models.

Coordinate to subcon priority models needed for shipment.

Provide customers satisfaction thru proper planning and meeting their demands shipment requirement.

Establish weekly production schedule, which includes releasing work order and ensuring on time delivery of shipment based on customer requirements.

Coordinates and liaise with production team, marketing, purchasing and distribution to determine status of job orders and action items

**EDUCATION:**

**Collegiate Education : Bachelor of Science in Religious Education**

**Stella Maris College**

Quezon City, Philippines

(2004-2007)

**Associate in Business Administration**

EARIST- Cavite Campus

G.M.A. Cavite, Philippines

(2002-2004)

**Secondary Education: General Mariano Alvarez Technical High School**

G.M.A. Cavite, Philippines

(1997-2001)

**Primary Education** : **Risen Christ Catholic School**

Silang Cavite, Philippines

(1991-1997)

**SKILLS:**

* Possesses the ability to get things done
* Readiness to adopt any changes required for the growth
* Dedicated, hardworking person with positive attitude
* Flexibility adapting to a wide variety of workplace
* Ability to communicate effectively
* A team player with proven ability to work on own initiative
* Ability to maintain good relations with colleagues.
* Computer literate (Outlook, MS Office Word, MS Excel & MS Power Point)
* Guitar Playing
* Liturgy Making

**PERSONAL DATA:**

**Date of Birth** : March 12, 1985 **Nationality** : Filipino

**Religion** : Roman Catholic

**Languages Known**  : English & Tagalog

**Place of Birth** : Manila, Philippines **Sex** : Female

**Civil Status** : Single **Age** : 26 years old