**ZUNIGA**

Zuniga.150557@2freemail.com

**WORK HISTORY**

**Administrative Staff**

Office of the Vice Governor

Province of Laguna, Philippines

January 2014 – present

* Performs the functions of the job based on instructions and pre-established guidelines and works under immediate supervision.
* Assists in maintaining and resolving outstanding requests from various communities.
* Assists in maintaining an awareness of all cleanliness, maintenance and housekeeping of the offices.
* Assists in issuance of minutes of meetings for regular sessions.
* Assists in the delivery of services to the provincial communities.

**Delivery / Inventory Clerk**

Globe Master Home Depot

Laguna, Philippines

April 2008 – December 2013

* Reported to the Operations Manager.
* Performed support work for the operations department.
* Ensured that all trucks are ready for loading at any given time.
* Checked invoices against service requests and verified invoices.
* Monitored incoming supplies for quantity and quality.

**Operations Assistant**

**NEBRASKA Trading Corporation**

Quezon City, Philippines

June 2000 – February 2008

* Checked invoices against service requests and verify invoices.
* Monitor incoming supplies for quantity and quality.
* Process logistics requests from various management sources.
* Maintain safety of property
* Coordinating with vendors and clients to ensure proper deliveries are met

**Office Assistant**

AUTOWORKS

Quezon City, Philippines

March 1995 – April 2000

* Checked invoices against service requests and verified invoices.
* Checked incoming supplies for quantity and quality.
* Assisted in designated office works / duties from time to time.
* Assisted clients to ensure proper repair works are met on time.

**EDUCATION**

**1987 Bachelor of Science in Secondary Education**

Philippine Christian University

Manila, Philippines

**SKILLS**

Documentation

Warehousing

Administration

English Fluency

MS Excel