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| ROSELLE  |
| Roselle.153703@2freemail.com  |

1. **PERSONAL STATEMENT**

My recent work experience is an Administrative Officer in an attached agricultural agency of Philippine government institution and I am looking for a job to further develop my administrative, technical and management skills.

1. **WORK HISTORY**

**Administrative Officer II**, Philippine Center for Postharvest Development and Mechanization (PHilMech)

July 24, 2013-December 2016

*Duties and Responsibilities:*

1. Prepares and coordinates the administrative and financial requirements of the division
2. Prepares Obligation Request, Disbursement Voucher, Travel Orders, Purchase Request, and other documents
3. Prepares Physical and Financial plan of the division
4. Calendars/ arranges all appointments of the Chief and/or Section Chiefs
5. Manages supplies and materials needed by the Office of the division chief
6. Encodes memorandum and/ or documents
7. Receives and releases incoming and outgoing communications and documents and maintains systematic file thereof
8. Conduct initial review of documents received
9. Communicates to staff about memoranda or communications and monitors action taken thereon
10. Attends to telephone calls and inquiries from stakeholders/clients and coordinates action thereon
11. Provides assistance, in the absence of other staff or as the need arise, in the conduct of other division activities

*(Encoding of data, project report, etc.; Preparation of presentation materials; Printing and reproduction of project reports, terminal reports, etc.; Act as Liaison Officer; etc.)*

**Shift Manager**, Jollibee Food Corp., Cabanatuan City, Nueva Ecija

October 2009-April 2011

*Duties and Responsibilities:*

1. Supervises opening and closing procedures.
2. Responsible for efficient completion of all assigned and administrative duties.
3. Responsible for scheduling of manpower /crew.
4. Responsible for 100% floor control during operation.
5. Assists the Store Manager and Assistant Store managers on daily operations of the store.

**Quality Assurance Personnel**, Premium Condiments Packing Corp., Tolling Plant of Ginebra San Miguel, San Fernando Pampanga June 2008-July 2009

*Duties and Responsibilities:*

1. Responsible for start-up, in-process and full goods inspection.
2. Conduct laboratory analysis of raw materials, start-up and in-process samples.
3. Conduct inspection of incoming packaging materials.
4. Conduct line inspection during operation.
5. Responsible for accomplishment of process monitoring sheet.
6. Maintains systemic management of data, retained samples and equipment.

**III. ELIGIBILITY**

**Career Service Professional** NEUST Cabanatuan City Nueva Ecija on April 6, 2014

*(Ratings 80.45%)*

**IV. EDUCATIONAL BACKGROUND**

**Tertiary** *Bachelor of Science in Food Technology, April 11, 2008*

Central Luzon State University, Science City of Muñoz Nueva Ecija

**V. TRAININGS AND SEMINARS ATTENDED**

1. Trainee, “Basic Operations Training Program for Management Trainee, conducted by Jollibee Foods Inc., Karina Bldg. Ortigas Center. Nov. 2009-Feb 2010
2. Participant, “Descriptive Sensory Evaluation”, conducted by Ginebra San Miguel Inc. Metro Bottling Corporation Conference Room. March 2009.
3. Participant, “Discriminative Sensory Evaluation”, conducted by Ginebra San Miguel Inc. Metro Bottling Corporation Conference Room. August 13-14, 2009.
4. Participant, “Good Manufacturing Practices” conducted by TS-QA Ginebra San Miguel Inc. Metro Bottling Corporation Conference Room.
5. Participant, “Laboratory Management System, conducted by TS-ASL Ginebra San Miguel Inc. Metro Bottling Corporation Conference Room
6. TRAINEE, “Korean Language Course”, JIREH Word of Wisdom School, Inc. L-Z Building Central Terminal, D.S Garcia, Cabanatuan City, Nueva Ecija. April 16-27, 2007
7. On-the-Job Trainee, “Management Training” CHOWKING Food Corp., San Jose City, Nueva Ecija. January 28-March 11, 2008.
8. On-the-Job Trainee, “Milk Evaluation and Processing” Philippine Carabao Center (PCC) at CLSU Dairy Farm, Science City of Muñoz, Nueva Ecija. Nov. 28-January 28, 2008.