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Irish.197157@2freemail.com

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|  | ObjectiveLooking for an entry-level sales and marketing staff position because I would be happy to use my education, work experience and my qualities to become an asset of your organisation.Education

|  |  |
| --- | --- |
| **Bachelor of Science in Business Administration**  | Laguna College of Business And Arts**,** June 2009 - April 2013 |
|  |  |
| **High School** | E. Barreto National High School***,*** *Laguna, Philippines*June 2005 – March 2009 |

Skills

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| --- | --- |
| Technical | * Windows Operating System – Windows XP,7
* Document Processing Application – MS Office 2003, 2007, 2010
* Common Applications – Internet Explorer and other browsers, PDF Reader
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| Management, Sales, Accounting and Communication | * Ability to work independently and in a team
* Ability to multitask and prioritize work accordingly
* Knowledge on basic accounting as part of the course
* Capability to speak English on conversations as well as on writing
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Work Experience

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| --- | --- |
| Secretary | Leiras Enterprises & Engineering Services, Laguna PhilippinesApril 8, 2013 - December 6, 2013 |
| Logistics Department Staff | Internship at Toyo Ink Co., PhilippinesNovember 2012 - February 2013 |

Affiliation

|  |  |
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| **Junior Executive Club Member** | Laguna College of Business and ArtsSchool Year: 2012 |

Seminar Attended

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| **Marketing Mash-Up. Hybrid for new Breed** | Strategic Marketing Conference, SM Mall of Asia, PhilippinesJuly 31, 2012 |

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