Charry

[Charry.243559@2freemail.com](mailto:Charry.243559@2freemail.com)

**CAREER OBJECTIVE:** To obtain a position in a company that offers a professional working environment and to use my skills in the best possible way for achieving company’s goal.

**SUMMARY OF QUALIFICATION**

* Can work under pressure
* Good in time management
* Effective listening skill
* Creative thinker
* Quick learner
* Computer literate

**SEMINARS AND TRAININGS ATTENDED**

* History and Development of Different Materials used in Engines and Automobiles last January 21, 2012 held at Materials Engineering Laboratory @ USLS.
* Safety Engineering last August 13, 2011 held at USLS.
* Safety Orientation conducted by Safety Organization of Negros Occidental (SONO) Inc. last September 29, 2009 at Grand Regal Hotel, Bacolod City.
* Organic Waste Recycling –Biological Anaerobic Process last September 25, 2009 at USLS.
* On the Job Training at Department of Public Works and Highways 1st District Engineering Office, Negros Occidental.
* Actual and Research Study about the replacement of asbestos in brake lining industry at Vallacar Transit Incorporation, Negros Occidental.

**WORKING EXPERIENCE**

Department of Public Works and Highways, Negros Occidental 4th District Engineering Office

November 6, 2012 – present

**Administrative Aide IV/ Secretary**

* Answers telephone calls, takes messages and answer inquiries within assigned scope of responsibility.
* Responsible for administration and reconciliation of petty cash fund.
* Distribute mail and office memoranda.
* Maintaining diaries, arranging appointments, organizing and servicing meetings.
* Maintains attendance reports, leave records, trip records and logs
* Typing and word processing using various computer packages- Microsoft Word, Microsoft Excel, Microsoft Power Point
* Maintaining filing system and managing database.
* Prioritizing workloads
* Photocopying and printing
* Perform other duties assigned

**EDUCATIONAL ATTAINMENT**

College Education University of St. La Salle

Bachelor of Science in Materials Engineering

(2007-2012)

Bachelor of Science in Business Administration (2006-2007)

High School Education Ramon Torres National High School (2002-2006)

Elementary Education B. Araneta Elementary School (1996-2002)

**PERSONAL INFORMATION**

Age: 25

Birth date: October 12, 1989

Gender: Female

Citizenship: Filipino

Civil status: Single

Religion: Roman Catholic

Height: 5’2

Weight: 102lbs