

**Educational Background:**

**Tertiary:**

**Far Eastern University**

Morayta, Manila

*2000-2004*

Bachelor of Science major in Psychology

**Secondary:**

**Gubat National High School**

Gubat, Sorsogon 1996-2000

**Primary:**

**Gubat North Central School**

Gubat, Sorsogon 1990-1996

***Work Experience:***

**MUNTOPAR BUILDERS**

*Position:* *Inclusive Dates:*

Liaison/Administrative Staff June 18, 2012 – Sept. 11, 2015

***Job Description:***

* Monitor, prepare and submit all bidding documents needed for the project bidding and represent the company during the construction bidding.
* Conduct payroll, maintain & update employee file, and monitor all office expenses.
* Oversee all aspect in billing/collection of payment for the construction project and coordinate with insurance officer and accountant.
* Order construction/office supplies and oversee supply reordering and also in charge of leasing construction equipment.
* Act as Team leader in the office and responsible in coordinating with the project engineer, foreman, client and supplier.
* Perform other related duties assigned by our manager/owner.

**MONHEIM DISTRIBUTORS INC.**

*MONHEIM Group of Companies (MGC)*

*Position:* *Inclusive Dates:*

Recruitment Officer – HR Dept. May 06, 2006 – March 31, 2012

***Job Description:***

* Conduct all phase of recruitment until deployment of the applicants to their respective departments or companies such as Monheim Dist. Inc., Maryland Dist. Inc., Rheinland Dist. Inc., Momentum International Trading Corp., Monheim Global Inc., Monheim Proprieties Inc., & Weambard International Traders Inc.
* Conduct employee orientation.
* Conduct semi-monthly payroll of regular employees for Monheim Dist. Inc., Monheim Logistics, Monheim Properties Inc., and Monheim Global Inc.
* Conduct weekly payroll for temporary/casual employees.
* Maintain and update the employee/201 file.
* Assist & facilitate all training needs of MGC.
* Overall in-charge for company activities like MGC Sportsfest, Anniversary & Christmas Party. Also assist in MGC CSR Program (Corporate Social Responsibility) and Work Life Balance (dance aerobics & gym).
* Responsible for gathering articles for MGC Newsletter & also one of the contributors.
* Attend job fairs & gather list of graduates from various schools.
* Perform other related duties assigned by my superior



**Personal Information:**

Birth Date: Nov. 17, 1983

Gender: Female

Status: Single

Birth Place: Gubat,Sorsogon

Religion: Roman Catholic

Nationality: Filipino

Height: 5’4

Visa: Tourist Visa (until

November 4, 2015)

**Special Skills:**

Excellent Interpersonal Skills

Computer Literate

Team Player

Good Organizational Skills

**Awards:**

MGC Employee of the Year

2007

**Gubat Trading Enterprises**

*Inclusive Dates:*

Family Business Apr. 10, 2005 – Apr. 30, 2006

***Job Description:***

* Manage store’s daily operation
* Responsible for restocking all merchandise and ensuring that shelves are fully stocked.
* Responsible for keeping track of receipt and day to day financials.
* Providing customer service and managing the staff
* Conduct payroll & ensure employee benefits

**Knitjoy Manufacturing Inc.**

*Position:* *Inclusive Dates:*

Industrial Engineering Clerk October 20, 2004 - April 8, 2005

***Job Description:***

* Handle steaming section and quality control.
* Timekeeping, encoding, filing, & processing papers.