Gladess

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**Objective:**

To join a highly competitive business industry in the world and maximize the company’s output and productivity and to use my skills in the best possible way for achieving the company's stated missions and goals.

**Education:**

|  |  |  |
| --- | --- | --- |
| Tertiary: | Mabini Colleges | 2008-2009 |
| Course: | BS in Accountancy |  |
| Secondary: | Labo Science and Technology High |  | 2004-2008 |
|  |  | School |  |  |

**Work Experience:**

Position: **Field Product Specialist (Changhong / Everest)**

Date: Sept. 7, 2015 – Nov.15, 2015

Company: Alson’s Trading

Labo, Camarines Norte, Philippines

Job Description:

* To make every possible effort to resolve the issues of the product and find out ways to enhance its strengths.
* To make sure that the present clients remain intact and design strategies to market the new and existing products.
* To design strategies that will help in meeting and surpassing the sales objectives.
* To keep a track of the product's progress and to check if there are any discrepancies in it.

Position: **Office Clerk/Secretary (Commission on Elections)**

Date: July 2013-July 2015

Company: Labo Municipal Office

Labo, Camarines Norte, Philippines

Job Description:

* Preparing the correct Voter’s Registration Forms needed by the

Applicant.

* Handling the Voter’s Registration Machine for Data Capturing and

Biometrics of the Registered Voter.

* Recording the registered Incoming and Outgoing mails, resolution and memorandum regarding Election Matters.
* Updating the Voting Record History of the Clients.
* Encoding the Personal Information of the Registered Voters in the said Municipality.
* Releasing and recording of Voter’s ID.
* Assist in conducting Satellite Registration and Validation of 52 Barangays in the Municipality of Labo, Camarines Norte, Philippines
* Communicate to the constituents of the Barangay for the Registration.

Position: **Sangguniang Kabataan Chairman**

Date: Nov 2007- June 2010

Company: Barangay Government of Dalas

Labo, Camarines Norte, Philippines

Job Description:

* Representative of the Youth in the Council.
* Preparing and making Annual Budget, Procurement and Projects that are suitable for the enhancement of the youth which helps to the progress of the Barangay.
* Initiate and conduct activities, seminars and trainings which help the youth in promoting and developing their self-esteem, sportsmanship, camaraderie and improve their skills.
* Provide solutions in problems encountered by the youth in the Barangay.
* Attending Regular Sessions, Trainings and Seminars.
* Making Resolutions and Ordinances in the Barangay for the Youth.

Position: **Youth Advocate thru Radio Broadcasting**

Date: 2006-2007

Company: World Vision Development Foundation

Job Description:

* Anchor of the “Going Bulilit Program” in DWCN FM 96.9 Radio

Station which tackles the different issues and concerns regarding Child Labor in the Country.

**Training & Seminars:**

* Certificate of Participation on Acting Training Workshop
* Certificate of Participation on Seminar/Workshop on Campus Journalism
* Certificate of Attendance on Seminar on Enhancing Administrative and Management Capabilities of Barangay Officials Toward Effective Governance
* Certificate of Completion on General Orientation Training for Barangay Newly Elected Officials
* Certificate of Recognition on Technology and Entrepreneurship
* Certificate of Attendance on First-Aid Training
* Certificate of Recognition as Math Quizzer
* Certificate of Completion on Integrated Sangguniang Kabataan
* Organizational Leadership and Re-orientation Program – Basic Orientation Seminar
* Certificate of Completion in 46th National Rizal Youth Leadership Institute Conference
* Certificate of Participation in SK National Congress 2008

**Skills:**

Capable of multi-tasking

Able to manage time wisely

Excellent communication skills

Keen listening and quick thinking abilities

Results oriented, flexible, creative and fast learner

Coaching and friendly style of management

**Qualifications:**

Computer Literate (Microsoft Word, Excel, Power Point)

**Personal Data:**

Birthdate: January 3, 1992

Age: 23

Marital Status: Married

Nationality: Filipino

Visa Status: Visit Visa

Availability: Immediately

**Organizations:**

Junior Philippine Institute of Accountants (JPIA)

Camarines Norte Chapter

Member