**OBJECTIVE:** To be affiliated and eagerly work with your reputable company where is an acceptable working atmosphere for a more comprehensive training ground and discovering my hidden and untapped potentials.

* Perform task with initiative and perseverance
* Time oriented and work effectively and efficiently

**SPECIAL SKILLS:** Computer Literate (MS Office, MS Exel) Arts, Adobe Photoshop, AutoCad, Adobe Illustrator, Graphic Design, Encoding Data/Files, T-shirt Printing and Dance Entertainer

**JOB EXPERIENCES:** Store Audit/Stock Count, Sales/Visual Merchandise, Human Resources

Data encoder, Machine Operator in Taiwan, Graphic Designer, Manager/ComputerTechnician

**EDUCATION:**

June 13, 2001 – March 31, 2005 **EAST CENTRAL COLLEGES (ECC)**

ASSOCIATE IN COMPUTER TECHNOLOGY (ACT)

College Diploma and Transcript of Record

March 30, 2009 –April 15, 2009 **MICROCADD TECHNOLOGIES CO., INC.**

AUTOCADD 2009 with Color Rendering Level 1 and 2

Authorized Training Center (AUTODESK)

TESDA Registered, (SM City of San Fernando)

April 01, 2009 – June 18, 2009 **EASTWOODS INT’L INSTITUTE OF SCIENCE & TECHNOLOGY**

COMPUTER HARDWARE SERVICING

(Computer Technician) TESDA Registered

**WORK EXPERIENCE:**

Sept. 2015 – Up to Present **GULF GREETINGS GENERAL TRADING LLC**

**STORE AUDITOR / STOCK INVENTORY TEAM**

* Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using scanner/computer.
* Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory.
* Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.

Nov. 2012 – Aug. 2014 **CORETRONIC CORPORATION** (2 years)

No.2-1. Nanke 6th Road, Tainan Science-Based Industrial Park,

Tainan Country, Taiwan, R.O.C.

**MACHINE OPERATOR** BACK LIGHT DEPARTMENT

* Sony Bravia, Sony Products and Philips flat screen LED TV’s
* Duties and Responsibilities are product manipulator, back light inspector, tester, pasting of labels, screwing, assembling, repairing of LCD back light, insertion of electronics and soldering of High Definition Television and Projector.

Aug.2007- Sept.2009 **MENDREZ MANAGEMENT CORPORATION**

Shoes and Bags

 Robinsons Star Mills Pampanga

**CUSTOMERS CONTACT PERSON / STOCKMAN** (2 years)

* It is the responsibility of the stock clerk to check whether the product have been supplied to the proper destination and the destination can be either retail store or an end customer
* The main responsibility of the stock clerk is to check all the goods in the stockroom for any damage or loss. Should order for new arrivals, receive them, open and store in stockroom and refill the selling area and should maintain the inventory records of merchandise. .
* He should prepare monthly and annual reports by evaluating the inventory sales.

Jan. 2011 - Oct.2012 **ARCHDIOCESANT CATECHETICAL PARISH CHURCH**

 City of San Fernando Pampanga (1year)

 **BUREAU OF INTERNAL REVENUE** (BIR / Government)

 City of San Fernando Pampanga (10months)

**HUMAN RESOURCES & DATA ENCODER**

* Helps with the administration of the day-to-day operations of the Human Resources functions and responsibilities
* Responsible for analyzing complex codes for a company.
* Enters data into a computer and verify that the data is entered accurately and completely

Dec. 2009 – Jan 2011 **DAYWRIGHT TARPAULIN PRINTING**

**GRAPHIC DESIGNER / ADOBE PHOTOSHOP CS5** (1 year)

* Creates and designs graphics that will meet the specific needs of a business, whether the work is used for commercial or marketing purposes. It is the designer or illustrator's job to provide creativity through artistic means using various tools that will help create works like logos, displays, banners, or packaging design.

Nov.2009 – Jan. 2010 **LANTEL COMPUTER CAFÉ**

Internet Café and Photo Editing

Sulipan, Apalit, Pampanga, Philippines

**MANAGER / COMPUTER TECHNICIAN / MAINTENANCE** (1 year)

* Maintain and do all related computer jobs such as repair services, troubleshooting, typing jobs, research work, photo editing and layout designs for tarpaulins displays.
* To figure out why the computer doesn't work and repair it. This is most likely done in an environment set up for this particular task, so that the technician can be surrounded by the tools of the trade, which can be difficult to take to the user's desk for a repair.
* Helping people do things on the computer, the later is fixing the computer itself.

**PERSONAL DATA:**

**Age:** 31 years old

**Birthday:** October 25, 1984 **Status**: Single

**Language Spoken:** Tagalog, English, Mandarin