**MARIA CRISTINA**

E-mail: Cristina.267382@2freemail.com

**OBJECTIVES**

Seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL BACKGROUND**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

University of Perpetual Help System Laguna- Isabela Campus

Minante Uno, Cauayan City, Isabela, Philippines

March 22, 2014

**WORK EXPERIENCE**

**TRAINER / OFFICE STAFF**

Quality Assurance TrainingGroupDepartment

NANOX Philippines Inc. / Japan Display Inc.

1-E-5 Clark Premier Industrial Park, M.A. Roxas Highway,

 Angeles City, Pampanga, Philippines

January 2015 – January 2016

**DUTIES AND RESPONSIBILITIES**

* Support for the updating of controlled documents.
* Facilitate qualification and re-qualification examination.
* Inventory and checking of tools and equipment condition.
* Conduct training and re-trainingand support other trainer’s task.
* Filing and controlling of inspector training and examination record.
* Collection, verification and monitoring of training and exam samples.
* Monitoring of inspector’s training records, examination sheet and references.

**SALES ASSOCIATE**

ACE Hardware – Cauayan Branch

SM City Cauayan, Isabela, Philippines

January 2013 – January 2014

**DUTIES AND RESPONSIBILITIES**

* Handle inbound calls from customers.
* Greet and talk to customers in a courteous manner.
* Prepare list of items to be re-stocked.
* Assist customers in completing the purchases.
* Maintain and manage store room neat and tidy.
* Handle refunds, returns and exchange of merchandise.
* Follow check list after opening and before closing the shop.
* Answer and respond to customer inquiries regarding merchandise.
* May keep record of sales, prepare inventory of stock, or order merchandise

**SALES ASSOCIATE & NETWORKING**

DAKKI Direct Sales– Cauayan City Branch

Cauayan City, Isabela, Philippines

January 2012 – January 2013

**DUTIES AND RESPONSIBILITIES**

* Daily to monthly supervision of sales report.
* Handle cash payments including credit sales.
* Maintain and update knowledge on all company products and services.

**SALES ASSOCIATE & NETWORKING**

AVON Products, Inc. – Roxas Branch

Roxas, Isabela, Philippines

April 2006 – January 2010

**DUTIES AND RESPONSIBILITIES**

* Daily to monthly supervision of sales report
* Increased sales with excellent customer service levels and develop good relationships with the customers.

**PERSONAL DATA**

Civil Status : Single

Citizenship : Filipino

Age : 23 years old

 Date of Birth : October 28, 1992

Language Spoken : English and Tagalog

*I hereby certify the correctness of the information stated above is true and correct based on my knowledge and belief.*

**MARIA CRISTINA**

Applicant’s Signature