

**ELIZABETH**

[**ELIZABETH.272754@2freemail.com**](mailto:ELIZABETH.272754@2freemail.com)

**Objectives:**

* To be an effective employee to the success and improvement of your company.
* To be a productive individual in our society.
* To share and maximize my working experiences.

**Working Experiences:**

Company: **DEKA SALES REPAIR AND CONTRACTING SERVICES**

Address: Block 2, lot 20 Alijis Road, Bacolod City

Position: Fabrication Representative

Date: June 24, 2011 – March 07, 2016

Duties & Responsibilities:

* Delegation Scope of Work to Leadman
* Surveying Area’s for Layout of Floor Plans
* Quantifying Materials for Project
* Encoding Reports and Making Quotations
* Follow up Purchase Orders from Suppliers and Freight Forwarders
* Telemarketing/product endorsement of Stainless Kitchen Equipment
* Deliver Materials and Finish Product to Clients/Customers

Company: **METROBANK – CMU DEPARTMENT**

Address: Capitol Shopping Center Hilado Street

Position: Cash Sorter

Date: January 29, 2010 – November 15, 2010

Duties & Responsibilities:

* Assuring proper amount of inbound and outbound money of the bank.

Company:  **BANK OF COMMERCE**

Address: 10th Lacson St.,Bacolod City

Position: Cash Sorter

Date: July 22, 2009 – Dec. 04, 2009

Duties & Responsibilities:

* Assuring proper amount of inbound and outbound money of the bank.

Company: **PEOPLE’S HALL BRYG.VILLAMONTE (VISCA OFFICE)**

Address: Barangay Villamonte, Bacolod City

Position: Office Clerk

Date: February 09, 2009 – July 17, 2009

Duties & Responsibilities:

* Issuance of Villamonte Senior’s Citizen’s Association (VISCA) Membership ID.
* Computer Job for VISCA monthly reports
* Sending out Membership Application to Office of Senior Citizens Association (OSCA)
* & Federation of Senior Citizens Association (FSCAB)

Company: **BANCO DE ORO UNIBANK, INC.**

Address: BDO Building, 3rd floor Capitol Shopping Center , Bacolod City

Position: Cash Sorter

Date: September 01, 2008 – February 02, 2009

Duties & Responsibilities:

* Assuring proper amount of inbound and outbound money of the bank.

**Profile:**

* Hardworking
* Skilled in Driving
* Can independently work or with others an assigned task.
* Can adjust easily to any kind of personality.
* With good manners, right conduct and pleasing personality.
* Typing, Computer Literate
* Welding (Metal, Stainless, Gas Welding)

**Qualifications Summary:**

• Graduate of Associate in Health Science Education (AHSE), 2005

• Graduate of Bachelor in Science in Nursing – (BSN), 2007

• Graduate of Shielded Metal ARC WELDING NCII - 2010

**Awards/Recognition:**

 Most Outstanding Trainee in Shielded Metal Arc Welding NCII

 Most Valuable Player – USLS Sportsfest 2006-2007 – Basketball Woman

 Most Valuable Player- USLS |Sportsfest 2006 – Table Tennis Woman

**Internship / Practicum:**

• Student Nurse on Training, Bago City Health Center , Bago City

• Student Nurse on Training, Corazon Locsin Montelibano Memorial Regional Hospital

• Student Nurse on Training Our Lady of Mercy Specialty Hospital , Bacolod City

• Student Nurse on Training, West Visayas Mental Health Unit, Pototan, Ilo-Ilo City

• Student Nurse on Training, Rural Health Unit, Pontevedra

• Student Nurse on Training, Sagay Health Center

• On the Job Trainee, WARLEN INDUSTRIAL SALES CORPORATION

(Deka Sales Repair & Contracting Services)

**Educational Background:**

Tertiary: **NFSP SUGAR WORKERS FOUNDATION INC.**

TECHNICAL SKILLS TRAINING CENTER

Sheilded Metal Arc Welding NCII

S.Y. January 17 – April 15, 2011

**UNIVERSITY OF ST. LA SALLE**

Bachelor of Science in Nursing

S.Y. 2003-2007

Secondary: **ST. JOSEPH’S SCHOOL – LA SALLE**

S.Y. 1999-2003

Primary: **Dona Corazon Locsin Montelibano Elementary School**

S.Y. 1992-1998