**CAREER OBJECTIVE**

To work in a credible company that offers a professional working environment, to fully utilize my knowledge and skill set to contribute to the objectives & advancement of company goals. Provide career enhancement, leadership training and opportunities, where my abilities and skills can be utilized and further developed to the fullest.

**SPECIAL SKILLS/EXPERTISE**

* Manage and motivate staff
* Computer Literate MS Office Word, Excel, PowerPoint & Video Presentation
* Computer Trouble Shooting & Video Editing

**PROFESSIONAL EXPERIENCES**

**Custodian –** Universidad de Sta. Isabel (Higher Education Department) **-** May 2005 – 2012 and August - April 2016

* In-charge of the Audio Visual (AV) Center
* Facilitate the reservation of the viewing rooms, equipment and materials made by clients.
* Classifying and Cataloging of the Non-Print Materials.
* In-charge in the selecting of all materials required.
* Monitor users’ statistics.
* Facilitate borrowing and returning of materials and equipment made by the client and to ensure it’s still in good condition when returned.
* Encoding Non-Print Materials.
* Post updated list of the newly acquired materials and equipment.
* Keep records of the office.
* Make and submit reports being asked by the head of the department.
* Caters the need of all clients to facilitate the learning of AV students and teachers in all aspect of multi-media presentation
* Assist Teachers in trouble shooting of the equipment.(Projector, Computers, Media Players)

**Principal’s Office Staff -** Universidad de (Education Department)June 2012 – 2015

* Assists Principal, Parents, Teachers and Students in enrollment procedure.
* Keep and monitor all records within the department.
* In-charge of the Petty Cash
* Responsible for all inward and outgoing communication addressed to the Principal. Phone calls/documents.
* Receiving and recording Test Papers and Grading Sheets.
* Expedite, receive & update all payments made by ~250 students/parents for their High School Education.

**SEMINARS ATTENDED**

Financial Literacy Seminar

Philippines

September 5, 2015

Seminar – Workshop on Polite Communication

Philippines

August 15, 2015

English Proficiency Program (2 months training)

Philippines

February 6, 2015

5th Catholic Educational Association of Caceres and Libmanan – CEACAL

Theme: “The Transformative Role of Catholic Educators in a Changing World”

Philippines

January 9, 2015

Seminar Workshop in “360 Degrees Customer Service”

Philippines

October 3, 2014.

4th Catholic Educational Association of Caceres and Libmanan – CEACAL

Theme: “The Joy of The Gospel Source of Lay Spirituality Today”

Philippines

January 10, 2014.

Write it Right: Workshop on Effective Business Writing

 Philippines

October 5, 2013.

Front Desk Customer Service Seminar

Philippines

February 22, 2013

3rd Catholic Educational Association of Caceres and Libmanan – CEACAL

Philippines

January 11, 2013

“Doing Things, The First Time Every Time”

Philippines

October 21, 2011

**PERSONAL BACKGROUND**

**Birth Date:** October 8, 1984

**Age:** 31

**Gender:** Female

**Citizenship:** Filipino

**Status:** Single

**Height:** 5’4”

**Weight:** 58kgs.

**Language:** Filipino and English

**EDUCATIONAL ATTAINMENT**

**NC III Holder** Events Management and Services 2015

**Tertiary:** Bicol University

 Albay

 Bachelor of Communication Arts

 Major in Audio Visual Communication

 Date Graduated: April 2005

**Secondary:** Aquinas University Old Campus

 Albay

 Date Graduated: March 2001

**First Name of Application CV No:** **1666230**

Whatsapp Mobile: +971504753686

