**PERSONAL DETAILS -**

**CAREER OBJECTIVE**

To be able to utilize my skills and knowledge to further the growth of an organization and attain personal development in issues specifically related to administration, Sales and Customer service. To be able to learn new things and explore new avenues with the help of excellent communication skills, office database management expertise.

**PERSONAL COMPETENCIES**

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* Microsoft Office Proficient
* Excellent communication Skills
* Effective Team Player
* Flexible, Dynamic and Trustworthy
* Fluent In English
* Can Reformat Computer and Change Operating System
* Can Assemble and disassemble CPU
* Networking
* Ability to work under pressure
* Multitasking skills and Hardworking
* Can be train and willing to be train and learn
* Can Operate Spectrophotometer
* Can Make Tin Layer Chromatography (TLC)

**EDUCATION**

***BACHELOR OF SCIENCE***

***IN INFORMATION & TECHNOLOGY***

**Philippine College of Science and Technology**

Calasiao, Pangasinan-Philippines

June 2010- May 2014

***Certificate of Competency (NC II)***

**Computer Hardware and Servicing**  
**Technical Educational and Skills Development Authority (TESDA**

Pangasinan, Philippines

June 2014

**WORK EXPERIENCE**

|  |  |
| --- | --- |
| March 2015 –April 2016  July 2014– Jan 2015 | **Quality Control Clerk**  **Azarias Pharmaceutical Laboratories, Inc**  Meycauayan, Bulacan-Philippines  **Responsibilities and achievements:**   * *Responsible in answering telephone calls, receiving and directing visitors to appropriate personnel.* * *Reply to general information request with the accurate information* * *Greet clients/Suppliers/visitors to the organization in a professional and friendly manner* * *Responsible in word processing, creating spreadsheets and presentation.* * *Preparing reports and supervising other support staffs.* * *Responsible in putting data entry to the system.* * *Processing and receiving benefits and memorandum*.   **Administrative Staff**  **HHIC-Phil (Hanjin Heavy Industry Corporation -Phil)** Subic Zambales -Philippines  **Responsibilities and achievements:**   * *Answers telephone and direct calls to appropriate personnel* * *Maintain electronic and hard copy filing system* * *Open, sort and distribute incoming correspondence* * *Communicate verbally and in writing to answer inquiries and provide information.* * *Provide administrative support such as copying, scanning, filing, record keeping and summary report preparation.* * *Prepare and modify documents including correspondences, drafts, memos and emails* * *Database entry, creating spreadsheets and quality system documents.* * *Do other things as per managers instruction.* |

**TRAININGS**

April 2014 -June 2014 **Achieve Clerk**

**On-the-job Training**

**Achieve Clerk**

**Philippine National Police** A.B. Fernandez West, Dagupan City

April 2013- June 2013 **Document Controller/Clerk**

**On-the-job Training**

**DZRD 981 SONSHINE RADIO SMN**  
 Bonuan Gueset, Dagupan City

**SEMINARS ATTENDED**

February 15, 2014 Seminar-Workshop on Robotics  
 Resource Speaker, Mr. Roxan S.Cosico  
 Philippine College Of Science &Technology

November 30, 2013 Forensic Data Recovery, Ethical Hacking,

Information Technology

PFVR Gymnasium, Baguio City

Sponsored: Margaret Martin & Joey Torres

December 14, 2012 Leadership Training

Sponsored: PhilCST CCS and YMCA Reg.1

PhilCST Calasiao, Pangasinan-Philippines

August 1, 2012 Income Coming from Technology (ICT)

Sponsored: PayPal & E-Commerce 102 of

Union Bank EON

San Carlos City, Pangasinan, Philippines

September 18, 2013 Youth for Information Technology

SMX Convention Center,

Pasay City, Philippines

**PERSONAL DETAILS**

Date of Birth: October 28, 1993  
Age: 22  
Sex: Female  
Religion: Roman Catholic  
Citizenship: Filipino  
Civil Status: Single  
Height: 5’2”

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