**KATHLEEN**

**KATHLEEN.287900@2freemail.com**

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|  | Holding a Tourist Visa |
|  | **QUALIFICATIONS**Can handle monitoring and computation; Able to estimate and make a plan for a required job; Computer literate; Assists office works; Can handle daily transaction; Can work under pressure and do multi task. |
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|  | **WORK EXPERIENCE****Catering Services**; Part Time Job Al Ain UAE**OJT;** Designing Division Engineering Department Manila City Hall**Entrepreneur**; Owned a Food Cart  Dasmariñas City Cavite Philippines **Assistant Teacher**; God’s Grace Learning School South Garden Homes Salitran Dasmariñas City, Cavite**Office Coordinator;** Modem Operator PHILHAUS IMPORT & EXPORT CO., INC.; Boardwalk Compound Brgy. Maguyam, Silang Cavite**Office Staff**; Monitor for Daily Expenses Warehouse In-chargeGreenPak Inc. Co.FCIE Compound Langkaan Dasmariñas City, Cavite **EDUCATION****College**Bachelor of Science in Civil Engineering * + May 26, 2015
	+ FEATI University
	+ Helios St. Sta. Cruz Manila

**Vocational** Graphic Arts AutoCad* Dec. 5, 2010
* The BESTECH
* Salitran Dasmariñas City Cavite

**Secondary** Surigao del Sur Institute of Technology* March 21, 1995
	+ Parang Cantilan Surigao del Sur

**Primary**Col. E de Leon Elementary School* + Multinational Village Parañaque City
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|  | **TRAININGS & SEMINARS ATTENDED*** Nov. 6, 1996 Paint Technology Seminar by DUTCH BOY PHILIPPINES INC.
	+ Technological University of the Philippines at Cavite
* Oct. 10-12, 1997 1st Local Congress & Leadership Seminars
	+ Technological University of the Philippines at Cavite
* Sept. 14-16,1998 Basic Asphalt Technology Testing
* Sept. 17-23,1998 Concrete & Concrete Material Testing
* Sept. 24-30,1998 Basic Soil Testing
	+ Integrated Research Technology Center
	+ Technological University of the Philippines-Manila
* Feb. 25, 2014 Non-Destructive Training
* Quezon City
* Sept. 6, 2014 JPICE-LMN Bridge Building Competition
* Technological Institute of the Philippines-Manila
* Sept. 17, 2014 Research Proposal Writing Seminar
* AVR – FEATI UNIVERSITY
* Oct. 1, 2014 Research Proposal Writing Workshop
* AVR – FEATI UNIVERSITY
* Oct. 4, 2014 9th Annual CE TALK
* Henry Lee Irwin Theater – Ateneo de Manila University
* Nov. 6-7, 2014 Philippine Red Cross
* Philippine Red Cross – Manila Chapter
 |
|  | **SKILLS** Microsoft Office (Word, Excel, Powerpoint), Baking, Sewing, Basic AutoCAD, Drafting **MACHINE OFFICE OPERATED**Xerox Machine, Facsimile  |
|  | **RELIGIOUS / SOCIO ECONOMICS AFFILIATION****Member*** Mini-Pastoral Council
	+ Our Lady of Fatima Parish
	+ Salitran Dasmariñas City, Cavite
* Block Rosary – Subdivision Coordinator
* Single for Christ (SFC) May 2000
* Rivers of the Living Water, Batch Courage 2001
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|  | **PERSONAL INFORMATION**Born on January 15, 1979 in Manila Philippines; SingleFilipino CitizenRoman CatholicCan speak and write: English, Filipino and Bisaya |
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