**KATHLEEN**

[**KATHLEEN.287900@2freemail.com**](mailto: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-charge  GreenPak 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 |
|  | **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 |
|  | **PERSONAL INFORMATION**  Born on January 15, 1979 in Manila Philippines;  Single  Filipino Citizen  Roman Catholic  Can speak and write: English, Filipino and Bisaya |
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