**RUBY**

**RUBY.332926@2freemail.com**

***OBJECTIVES:***

 To seek an ooppotunity and to contribute my skills in providing total quality customer

Satisfaction and to be part of an institution that supports professional growth.

**Personal Information:**

Age: 26

Date of Birth: November 16,1990

Civil Status: Single

Height: 5’4

Weight: 45

 Nationality: Filipino

**SKILLS:**

**Computer Skills:**

* Microsoft (Excel,Powerpoint,Word)
* Picture Editing
* Video Editing

**Additional Skills:**

* Good Analytical Skills
* Good Leadership Skills
* Able to facilitate and lead group tasks
* Can work with minimum supervision
* Can work single-handed or with team

**Educational Attainments:**

Tertiary: **Mindanao State University Main Campus**

 **(Bachelor of Science in Agriculture major in Animal Science)**

 **2010-2015**

Secondary: **Bunawan National High School**

 **2005-2009**

Elementary: **San Andres Elementary School**

 **2003-2009**

**Associations/Organizations Affiliated with:**

Lakas Angkan Ministries Incorporated

Praise And Worship Team

**SEMINARS AND TRAINING(S) ATTENDED**

* ***“Boosting Financial Capability Through*** ***Systematic Management of financial*** ***Resources***” January 27,2012, held at Msu Marawi city Academic Complex
* “**Drugs Awareness Symposium**” 7th Day of March 2012 at Academic Complex,MSU Marawi City
* Lakas-Angkan Ministries Inc. National Conference, April 2012, Baker Memorial Hall, Universty of the Philippines ,Los Banos Lagiuna
* **LDI** ( ***Leadership Development Institute*** ) April 21- May 21, 2013. Social Garden University O the Philippines, Los Banos Laguna
* **On The Job Training at Sunpride Inc.** ( ***Slaugher House And Processing Plantation***). April-May 2014,Mandaue City Cebu.S.E Jayme St. Paknaan, Mandaue City
* **Certificate of Attendance (Big Blue Logistics Corporation) May 23,2014 at F.**Zuelling Avenue, NRA, Subangdaku, Mandaue City ,Cebu , Philippines
* **Maxwell** ( ***Leadership Temperament***) Seminar at Cagayan De Oro City, December 2014.
* **NATIONAL LEADERS SUMMIT 2015,** ***Lakas-Angkan Ministries Inc***.( Marikina Hotel, marikina city – April1-5,2015)
* **SCHIOOL OF LEADERS** (SOL) , lakas Angkan Ministries Inc.-MSU

Trainee,Graduate ( Best in Attendance Award, Academic Excellence Award)

**Work Experience:**

* **SUBSTITUTE** Teacher at CDC ( Children Development Center, ABBA Alkail Institute)

January 2012-October 2015,Marawi City,Philippines

* (3 years- **TEAM SECRETARY** PWT, Lakas Angkan Ministries INC. MSU Marawi City.

(December 2012- December 2015)

* **OFFICE STAFF** (***Jia Hua Chemicals***) FCIE, Langkaan Dasmarinas Cavite, April 4 2016-May 13,2016.
* **ADMIN/HR STAFF**- ***CKROse Management Manpower Services***, (Unit 11C.S Building Langkaan, Dasmarinas Cavite), May 15,2016- January 5,2017.