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**JESSICA**

[**JESSICA.334557@2freemail.com**](mailto:JESSICA.334557@2freemail.com)

**OBJECTIVE:**

To obtain a work in which I can utilize my skills, abilities, personal and educational experiences and bring to your organization enthusiasm, dedication, responsibility, and good work ethic.

**WORK EXPERIENCE:**

**INTERNATIONAL DESIGN SERVICES, Inc.**

**Document Control Officer**

**January 27, 2014 - May 22,2016**

*Duties and responsibilities:*

* Create and update database and records.
* Managing phone calls and correspondence.
* Downloading, printing, receiving (hardcopies & emails) and sending shop drawings.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
* Create Document Control and correspondence folders for individual projects.
* Handling all active jobs including remote offices in Engineering Department (especially, shop drawings and shop log to make sure that all incoming and outgoing shop drawings for review are scanned and logged.
* Maintains a master file of all documentation as well as all forms and standard documents.

**SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)**

**April – May (2010 – 2012)**

**EDUCATIONAL ATTAINMENT**:

**Tertiary : Bachelor in Elementary Education**

University of Caloocan City

Caloocan City, Phillipines

S/Y 2009-2013

**Secondary : Camarin High School**

Caloocan City, Phillipines

S/Y 2005-2009

**CERTIFICATION:**

**Licensure Examination for Teachers**  April 8, 2014

**SKILLS:**

* Computer literate : able to operate computer programs(MS Word, MS Excel, etc)
* Responsible, hard-working and honest
* Has flexible tolerance for stress
* Good communication skills
* Highly adaptable, mobile, positive, resilient, patient, risk-taker, confident and hardworking employee

**PERSONAL INFORMATION:**

Nationality : Filipino

Sex : Female

Status : Single

Birthday : January 19, 1993

***I hereby certify that the above information is true and correct to the best of my knowledge.***

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**Applicant’s Signature**