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| **Kriselda Roxas Espiritu – CV No 2009412**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |



**OBJECTIVE:**

 To acquire a position in a company wherein I can utilize and enhance my skills

and knowledge for the fulfillment of the company’s goal.

**EMPLOYMENT HISTORY:**

* Position Title : Technician

December 10, 2013 to December 10, 2016

 Job Description :

* Trains newly hired Technicians.
* Assures meeting the mfg. target, push operations & priority lots.
* Machine Operated:

AP (Anneal, Gate Oxide, Drive-In, Wet Oxide)

LP (LP Sin CVD, Nitride, CS-Sin, HTO)

Wet Station (Pre-Clean)

Measurement (Ellipsometer, Surfscan 6400, Opthiprobe 2600)

* Position Title : Customer Service Associate November 2012 to November 2013

Company : **SM Lipa Batangas, Philippines**

Job Description :

* Attends to costumer’s query and concern.
* Run effectively enquiry and current awareness on services offered.
* Develop communication strategies.
* Position Title : Technician/ Assistant Module Head

April 9, 2010 to November 16 2012

Company : **Avermedia Tech. Inc., Taipei Taiwan**

Job Description :

* Hands on experience in working with a diverse group of people
* Highly enthusiastic with a profound ability to work under minimal supervision
* Functional Test of Company’s product such as mini card, usb, TV box, etc.
* Set-up machines to be use.
* Also test EMS (non-Aver finish products) such as Panasonic board & FPC, Unitech PCB, etc.
* Position Title : Documentation Personnel

August 19, 2006 to January 23, 2010

Company : **e.L Laboratories Inc. Laguna, Philippines**

Job Description :

* Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
* Preparing logs and records, compensation and wage structure.
* Maintaining paper files, electronic files, and databases.
* Provides administrative assistance.

* Position Title : Cashier / Service Crew

August 2005 - March 2006

Company : **Jollibee Lipa -Batangas, Philippines**

Job Description :

* Take customer’s orders
* Receive payment from customers
* Submit cash report daily

**EDUCATIONAL ATTAINMENT:**

**Associate in Computer Technology**

* Lipa City Public College

Lipa City, Batangas

2003-2005

* Bayorbor National High School

Bayorbor, Mataas na Kahoy, Batangas

2000-2001

* The Mabini Academy

Balintawak, Lipa City, Batangas

1997-2000

* Cumba-Quezon Elementary School

Cumba, Lipa City, Batangas

1991-1997

**Info**

**PERSONAL PARTICULARS:**

Birth Date : July 7, 1984

 Sex : Female

 Height : 5’1”

 Weight : 100lbs.

 Citizenship : Filipino

 Civil Status : Single

**OTHER PERSONAL QUALIFICATIONS:**

* Demonstrates ability to work efficiently in team.
* Hardworking, responsible and very much capable of meeting requirement within reasonable time, self-motivated, willing to work under pressure.
* Knowledgeable on Computer (Microsoft Word, Excel, and PowerPoint).

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

**Kriselda R. Espiritu**

Applicant

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