**f**



 **PERSONAL DATA**

**AGE** : 24 years old

**GENDER**  : Female

**DATE OF BIRTH** : May 27, 1992

**NATIONALITY** : Filipino

**VISA STATUS** : Tourist Visa

**EDUCATIONAL BACKGROUND**

**TERTIARY:**

Bachelor of Science in Business Administration Major in Marketing

AMA Computer College (Caloocan Campus)

2011 - 2014

**SKILLS**

Adaptability

Hard Working

Honest

Flexible

Optimistic

Leadership

Management

Team player

**Lizalean**

**Lizalean.335054@2freemail.com**

**CAREER OBJECTIVE**

To work in an organization where I can develop my skills and enhance my capabilities and qualifications so that I have the opportunity to prove myself as a competent employee.

**SEMINARS ATTENDED**

* Red Cross Licensed First Aider, CPR and AED – Aug 17-20,2015 PRC Valenzuela Philippines
* Practical Money Management Seminar – August 10,2015 AMA Caloocan Philippines
* Financial Literacy Seminar–June 13, 2015 Quezon City
* GMA News TV Learniversity Marketing Seminar –October 30,2014 AMACU Quezon City Philippines

**WORKING EXPERIENCE**

**INTERGLOBAL PLASTIC PRODUCTS INCORPORATION**

April 2016 – January 2017

Position: Office Coordinator (Main Office)

DUTIES AND RESPOSIBILITIES

* Coordinate with other office secretary regarding about order, deliveries and employees
* Preparing weekly payroll for piece rate and daily rate employee
* Checking and encoding of daily production and extruder report
* Preparing delivery schedules
* Loading finish products for delivery
* Received production materials
* Delivery receipt typing, checking, and encoding
* Preparing monthly production report for warehouse 4
* Typing of summary of collection per sales agent
* Finish product and outer bag stocks monthly inventory reports
* Annual inventory

**AUTHORITY TRADING CORPORATION**

April 2014 - May 15 2015

Position: Office Assistant

DUTIES AND RESPOSIBILITIES

* Collecting check and countered receipt from clients.
* Purchasing production materials.
* Preparing delivery receipt
* Sales, purchased, collection encoding
* Backload checking
* Inventory