AINNA

AINNA.336855@2freemail.com

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| OBJECTIVES |

To achieve a position where I can make the most of my organizational, interpersonal skills and knowledge which will contribute my years of experience that will allow me to grow personally and professionally. Finally, in all previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value added vision to your office.

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| SKILLS |

EDUCATION

* Highly motivated, confident, organized, detail oriented, patient and disciplined. Ability to work with speed and accuracy.
* Possess a high level of interpersonal skills, strong work ethic and collaboration skills and organizational change skills. Customer focus and strong ability to engage and communicate.
* Easily adopt to work multi-tasking in a fast-paced office environment.
* Demonstrate team leadership, understand team dynamics, responsibilities, and be a driver of change agent methodologies and various communication tools such as negotiation, motivation, conflict resolution, etc.
* Proficient to operate Windows package such as Microsoft Word/ Excel/ Power point/Outlook

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| EDUCATION |

**Tertiary : JOSE RIZAL UNIVERSITY 2010-2015**

*Shaw Boulevard, Mandaluyong City, Philippines*

 *Bachelor of Science in Tourism Management*

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| WORKEXPERIENCE |

**TOURISM INFRASTRUCTURE AND ENTERPRISEZONE AUTHORITY (TIEZA)**

BAC Secretariat Staff (Procurement)

April 6, 2015 - December 28, 2016

Duties and Responsibilities:

* Checks completeness of requirements for submission on procurement of goods.
* Prepares and files the folder/s for the procurement of goods after Request for quotation is posted, memorandum relative to the publication of Invitation to Bid, BAC Resolution /Award for the procurement and abstract of quotation for small value procurement.
* Records and assist in the proceedings of the bidding activities which include but not limited to Pre-bid, Bid opening for the procurement of goods.
* Perform other related tasks.

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| SEMINARS/TRAININGS ATTENDED |

**TEAMING WORKSHOP FOR LEGD, OCOS, AND BAC SECRETARIAT** April 19-20, 2016

**Conducted by Benchmark Consulting Network Inc.,**

(16 Training Hours) Club Balai Isabel, Batangas

**SEMINAR ON REPUBLIC ACT NO. 9184** March 10 and April 20, 2016

**(Government Procurement Reform Act and**

**It’s Revised Implementing Rules and Regulations)**

(16 Training Hours) TIEZA Training Room, Makati City

**GENDER SENSITIVITY TRAINING** August 27, 2015

(8 Training Hours) TIEZA Training Room, Makati City

**TOURISM INFRASTRUCTURE AND ENTERPRISE** Nov. 24, 2014 – March 13, 2015

**ZONE AUTHORITY (TIEZA)**

423 Hours On-the-Job Training

**DOLJUNTS INTERNATIONAL TRAVEL & TOURS** Nov. 10-21, 2014

90 Hours On-the-Job Training

**RESORTS OPERATIONS AND MANAGEMENT SEMINAR** February 17, 2014

Puerto Nirvana Beach Resort, Puerto Galera, Oriental Mindoro

**OVERVIEW OF TOURISM IN PUERTO GALERA** February 17, 2014

Puerto Nirvana Beach Resort, Puerto Galera, Oriental Mindoro

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| PERSONAL DATA |

**Visa Status :** Visit Visa

**Citizenship :** Filipino

**Civil Status :** Single

**Date of Birth :** June 22, 1992

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