

**NORY**

**NORY.337265@2freemail.com**

***Career Objectives:***

**Always seeking innovative and challenging career in the professionally managed and dynamic organization, which provides the best opportunities for the development, and greater responsibilities to contribute towards organization.**

***Personal Information*:**

 **Age : 31**

 **Gender : Female**

 **Date of Birth : May 8, 1985**

 **Place of Birth : Calamba, City**

 **Civil Status : Married**

 **Citizenship : Filipino**

 **Height : 5’2”**

 **Weight : 60 kls.**

 **Religion : Roman Catholic**

 **Dialect / Language : Tagalog / English**

***Educational Background:***

 **Tertiary : BACHELOR OF SCIENCE IN SECONDARY EDUCATION**

 **(2002-2006) Saint John Colleges**

 **Chipeco Avenue, Calamba City**

 **Licensure Examination for Teachers Passer**

**Secondary : CALAMBA BAYSIDE NATIONAL HIGH SCHOOL**

**(1998-2002) Palingon, Calamba City**

**Primary : JOSE RIZAL MEMORIAL SCHOOL**

**(1992-1998) J.P Rizal St., Calamba City**

***Special Skills*:**

***Computer literate, Internet Explorer***

***Affiliation:***

**2002-2006 : Working Scholar Organization**

 **Saint John Colleges (Member)**

**2004-2006 : Top Scholars of Laguna**

 **By Gov. Ningning Lazaro (Member)**

***Work Experiences:***

**January 2012- December 2016 : Quality Assurance Staff**

 **National General Insurance**

 **Quality Assurance Department**

**SPI GLOBAL**

***Position Description:***

* **Responsible for the execution of all quality-related actions of the project, and ensuring that they are performed properly according to pre-defined processes and project requirements.**

***Duties and Responsibilities:***

* **Studies and analyzes project specifications and requirements.**
* **Performs quality inspection in accordance with project requirements and quality standards.**
* **Coordinates with the Lead Quality Inspector as to quality control points and other quality checking requirements.**
* **Informs the Lead Quality Inspector of any discrepancy or problem encountered while doing the assigned task.**
* **Asks for updates or changes in instructions (if any) during his/her absence in the office, prior to performing his/her assigned task.**
* **Uses the department’s reference materials and non-consumable supplies properly.**
* **Ensures that transactions and activities relating to actual performance are complete and accurate.**
* **Checks equipment and peripherals before using it to ensure smooth flow of work.**
* **Reports machine/network breakdown to Lead Quality Inspector or Shift Supervisor.**
* **Ensures that job priorities are always followed.**
* **Ensures that all procedures, instructions and processes in the department are documented and being followed in conformance with company’s quality system requirements.**
* **Ensures timely submission and completeness of reports required by the position.**
* **Participates in the continuous improvement activities of the company.**
* **Performs tasks relating to quality initiatives of the company.**
* **Ensures cleanliness and orderliness in the work area.**
* **Perform other duties as maybe assigned.**

**September 2008- January 2012 : Indexer/ Transact Analyst**

 **National General Insurance**

 **Production Department**

 **SPI GLOBAL**

***Position Description:***

* **Responsible for analysis, encoding, verifying and modifying records according to the prescribed job standards and specifications and producing high quality database products through efficient and accurate data capturing.**

***Duties and Responsibilities:***

* **Analysis of source materials for proper data capturing.**
* **Updating of collateral records as specified in the project specifications.**
* **Encodes and verifies data in accordance with project schedules and Company’s productivity and accuracy standards.**
* **Attends orientation and listens to instructions being disseminated and ensures that these are well understood.**
* **Asks for updates or changes in instructions in case of absence for a short time.**
* **Adheres to the Transaction Analyst Work Instruction.**
* **Use Transaction Analysts’ reference materials (Project Specifications) and non consumable supplies.**
* **Ensures that all procedures, instructions and processes in the department are followed in conformance with the existing quality system requirements.**
* **Informs superiors of any discrepancies or problems encountered while doing the assigned task.**
* **Maintain the Company’s daily terminal requirement.**
* **Checks equipments and peripherals before using it to ensure smooth flow of work**
* **Maintains cleanliness and orderliness in the work area.**
* **Reports machine/network breakdown to LTA/Shift Supervisors**
* **Performs other duties as may be assigned.**

**June 2006-June 2008 : Teacher**

 **Saint John Colleges**

***Position Description:***

* **Do records of the students.**
* **File all the documents of the students.**
* **Computerized all the documents.**
* **Do different kinds of form.**
* **Do evaluation of the students.**
* **Assist and give exam during enrollment.**
* **Type all the exams.**

**June 2006-June 2008 : Library Clerk**

 **Saint John Colleges**

***Position Description:***

* **Better utilization of the Library by both student and faculty.**
* **Conduct orientation in the library for incoming students**
* **Inform teachers of services the library provides.**
* **Training of library students aids.**
* **Organize and evaluate with faculty upgrade of library books and references.**
* **Promote the use or library materials via bulletin boards, displays, etc. to students and faculty.**
* **Assist in the formation of library policies.**
* **Original cataloguing of all library materials/ computer generated.**
* **Other duties assigned.**

**June 2002-March 2006 : Student Assistant**

 **Library & Guidance Office**

 **Saint John Colleges**

***I hereby swear that the above information is true and correct to the best of my knowledge and belief. I also authorized your good office for the confirmation of the above information.***