**ERICA**

**Bachelor of Science in Computer ScienceSecretary / Marketing / Procurement / Sales**

 4 Years Work Experience (Local & International)

 Computer Literate

 Excellent Communication Skills

 Clear vision to accomplish Company’s goal

 Dubai, United Arab Emirates

 erica.353815@2freemail.com

**Employment Background**

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| **Mar 2015****To Dec****2016** |  | **SECRETARY****SOLO INTERNATIONAL FZE** (Jebel Ali, Dubai UAE)**Trading Company dealing with Fire Fighting, Safety, Search & Rescue,****Oil & Gas/Spare Parts & Outdoors Equipment****Key Skills:*** Handled business marketing for the company by administering

Social Media Accounts and creating advertisements and designs using Adobe Photoshop for effective presentation of products* Well Trained Purchasing & Sales coordinator to support the team
* Arranged Local and International Shipments by Air & by Sea

**Responsibilities:*** Handling Incoming and Outgoing Telephone calls, Maintaining

diaries, arranging appointments, Filing, Typing and word processing and Handling business correspondence* Monitoring office supplies and negotiate terms with suppliers to

ensure the most cost-effective orders* Handled Company Inventory and regularly updating and

maintaining the database* Sales representative for Exhibitions and Events
* Sending Inquiries & Following up with the Suppliers and prepares

Quotations and LPO |
| **2014****To Jan****2015** |  | **EXECUTIVE SECRETARYTarget Advertising** (Business Bay, Dubai UAE)**Creative advertising and printing solutions for business strategy** **Key Skills:** * Organizing and maintaining the executive’s schedule and assist them by performing a variety of administrative tasks.
* Reports to high-ranking officials and ensuring all assigned administrative duties are carried on timely and efficiently.

**Responsibilities:** * Maintain executive’s agenda and assist in planning appointments
* Receive and screen phone calls and redirect them when appropriate
* Handle and prioritize all outgoing or incoming correspondence
* Handle confidential documents ensuring they remain secure
* Maintain electronic and paper records ensuring information is organized and easily accessible
* Conduct research and prepare presentations or reports as assigned
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| **Jun 2013****To Aug****2014****Personal Information** |  | **INFORMATION TECHNOLOGY INSTRUCTORSTI College - Meycauayan** (Bulacan, Philippines)**Largest network of for-profit information technology based colleges in the Philippines****Key Skills:** * Extensive Subject Knowledge & Verbal Communication skills to effectively teach different levels of college students.
* Being able to solve a variety of problems, often under a tight deadline. Answered difficult questions from students on the spot, solve conflicts between students and deal with issues among colleagues.
* Handled groups of students for thesis and research and paneled defenses for graduating students.

 **Responsibilities:** * Teaching core competencies in programming, computer organization, database structure, and operating systems for all levels of college I.T Students.
* Implements computer-based solutions for students based on the curriculum of the institute.
* Perform research in the fields of information security, computer and network administration, data communication/networks, software engineering, and theoretical computer science
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**Languages**

AGE : **23**

**ENGLISH**

  **LEVEL: PROFICIENT**

**FILIPINO**

 **LEVEL: PROFICIENT**

BIRTH DATE : **JULY 30, 1993**

MARITAL STATUS : **SINGLE**

NATIONALITY : **FILIPINO**

VISA STATUS : **VISIT VISA**



I hereby certify that the above information is true and valid to the best of my knowledge & that

I have not withheld any information w/c may affect the suitability for my employment.