**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](mailto: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 |
| **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 |



**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.