**ROSS**

[**Ross.363056@2freemail.com**](mailto:Ross.363056@2freemail.com)

***Career Objective:***

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

***Work Experience:***

**Administrative Secretary March 1, 2016 to February 5, 2017**

**Lamcor Laguna Autoparts Manufacturing Corporation**

* Respond to incoming email and phone inquiries.
* Responsible for carrying out daily administrative and clerical activities.
* Handle all outgoing and incoming correspondence (email, letters, packages, etc.)
* Maintain schedule by organizing the company calendar, arranging meetings, conferences, teleconferences, and travel.
* Develop and maintain an office filing system.
* Secures information by completing database backups
* Maintain and order office supplies inventory by checking stock to determine inventory level, anticipate the needed supplies, place and expedite orders for supplies and verify receipt of supplies.
* Maintain and regularly company contact lists

**Production Assistant September 21, 2015 to February 26, 2016**

**Lamcor Laguna Autoparts Manufacturing Corporation**

* Prepare and record daily reports.
* Conduct trainings and orientations for newly hired Production Operators.
* Assist in implementation of quality programs like 5S.
* Check the good and not good quality (NG) of the coil.
* Report to the assigned Line Leader (LL) or Manager for any abnormalities in the machine due to coil not press.
* Operate a censored machine in the line.
* Ensure that the standard set specifications are being met to attain good quality products.
* Conduct documentation for quality compliance.
* Help to improve ratings of other departments.

**Receptionist June 10, 2015 to August 10, 2015 (Reliever)**

**EPH Electronics Philippines**

* Welcome the visitors by greeting them, in person or on the telephone
* Respond to phone and email inquiries.
* Maintain security by following procedures; monitoring logbook; issuing visitor badges.
* Maintain telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintain safe and clean reception area by complying with procedures, rules, and regulations.

**Sales Assistant March 2015 to May 2015 (Part- Timer)**

**Avon Cosmetics**

* Provides product, promotion, and pricing information.
* Responsible to make a deal to the customer.
* Responsible to meet the target set by the Sales Manager.
* Deal and resolve unexpected customer complaint.

***Educational Attainment:***

Bachelor in Agricultural Entrepreneurship Major in Animal Production

Cavite State University, 2011-2015

***Key Skills:***

* Secretarial and Administrative Skills
* Knowledge in Microsoft Office ( Word, Excel and Powerpoint) and office equipments
* Telephone Skills
* Good communication, negotiation and promoting skills
* Knowledgeable in manufacturing set-up, quality programs and 5s.

***Profile:***

* Nationality : Filipino
* Civil Status : Single
* Birthday: November 6, 1993

*I hereby certify that the above information are true and correct and I hold myself accountable to any misrepresentations hereof and eventual rejection of my application.*