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**Diana**

[**Diana.363648@2freemail.com**](mailto:Diana.363648@2freemail.com)

**Curriculum Vitae**

**Objectives**

To be able to contribute to a company with the implication of my acquired skills and capabilities.

**Personal Information**

Birth Date: September 18, 1982

Birth Place: Silang Cavite, Phlippines

Status: Married

Height: 5’7

**Education**

**2011** Bachelor of Science in Information Technology

Rogationist College

Lalaan II, Silang Cavite

Graduate

**2004** Bachelor of Arts in Mass Communication

Adamson University

Ermita, Manila

Undergraduate

**2002** Bachelor of Science in Industrial Engineering

Adamson University

Ermita, Manila

Undergraduate

**Key Skills**

**Basic Programmes:** Window XP, Vista &7 OS, Microsoft Office (Excel, Powerpoint, Word)

**Software Applications:** Macromedia Flash, Adobe Photoshop, Adobe Premier Pro CS3, Macromedia Dreamweaver, Adobe Fireworks, C Programming Language, AutoCad

**Language** Filipino and English

**Employment History:**

**June 1, 2016 – present Senior High School Teacher, Olivarez College**

Responsibilities:

* Prepares lesson every week with accordance to the subject syllabi.
* Prepares exercises needed every day to be used at the end of the discussion.
* Prepare hands-on exams and exercises required to finish by the students in a specific time.
* Prepare the grades of each student for each quarter.
* Monitors the behavior of each student as part of being one of the Prefect of Discipline.
* Ensures the safety of all the students.

**June 23, 2015 to HR Coordinator, Rudolf Lietz, Inc.**

**May 31, 2016** Responsibilities:

* Monitors employee’s daily attendance to be submitted everyday to the Executives and HR
* Facilitates ATM applications of new employees as per company policy
* Reporting to Philhealth, BIR, SSS and Pagb-ibig thru online
* Dispense of medicines to employee with minor ailments
* Assists Suprevisor to all concerns related to Health and Safety
* Preparation of ID request / replacement to be submitted to IT Department
* Compilation of shuttle service attendance and incident reports
* Scanning of all government receipts and other documents needed
* Assisting in checking employees reimbursement
* Assists in maintaining HR files and documents
* Assists in implementation of reward for perfect attendance
* Prepares monthly report and quarterly internal memorandum of employee’s tardiness
* Assist in preparation of company’s program
* Perform other administrative and corporate obligations necessary that may be assigned by supervisors
* Assists in the Health and Safety program of the company including monitoring of health condition that employees have and making sure individuals receive the appropriate time required to fully recovery and prevent spreading of illness

**June 24, 2014 to Company Secretary, Rudolf Lietz, Inc.**

**June 23, 2015** Responsibilities:

* Receives / screens all incoming company calls including transfers to appropriate locals.
* Receives all company visits, including visitors, applicants, collectors, contractors, government visitors, etc.
* Receives all incoming mails for the company, duly stamped received with date.
* Responsible for sourcing of supplier including canvass of legitimate vendors for the company’s purchases (office supplies, equipment, etc.)
* Ensures availability of internal company forms.
* Performs tallying of gas purchase order from sales order.
* Update newspaper, PDC, MIMS and other subscription.
* Purchasing and inventory of office supplies.
* To manage meeting room schedules and ensure that there won’t be any schedule conflict.
* To purchase corporate books subscription.
* Receives, collates and endorses to accounting department all company utility bills with summary report
* Prepares Statement of Account for electricity and water bills for all the tenants of the company
* To keep record of all the company utility bills.
* Monitoring of the mileage of all company cars.
* To keep record of all the employees’ communication bills and ensures that all are being paid in time.
* To prepare memorandums / letters needed by the admin department.

**December 2013 Customer Service Representative, Omniserv**

**To June 2014** Responsibilities:

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Recommends potential products or services to management by collecting customer information and analyzing customer needs.
* Prepares product or service reports by collecting and analyzing customer information.
* Contributes to team effort by accomplishing related results as needed.
* Participates and provides expertise as a member of the customer service’s departmental team. The team's objectives are develop and recommend changes to existing methods and systems to increase the accuracy, efficiency and responsiveness of the customer service department as a whole.

**June 2011 to October 2013**  **IT Instructor, City College Of Tagaytay** Responsibilities:

* Prepare a lesson for the terms: Prelim, Midterms and Finals.
* Prepare a syllabus required for the whole semester.
* Prepare hands-on exams and exercises required to finish by the students in a specific time.
* Prepare the grades of each student for each term and semester.

**November 2006 HR Assistant / Accounting Clerk, Leslies Restaurant**

**to March 2008** Responsibilities as HR Asistant:

* Handling of 201 files
* Prepare all the memorandums needed to furnish for the employees and each department.
* To handle all the OJTs presently working under the company.
* To facilitate a orientation required for a new employee and OJTs.

Responsibilities as Accounting Clerk

* To prepare all the checks need to be paid in the suppliers for the whole week.
* To handle all the checks of the company.

**November 2005 Cashier, Taal Vista Hotel**

**to July 2006** Responsibilities:

* Ensure that each Guest receives outstanding Guest Service by providing a Guest friendly environment which includes greeting and acknowledging every Guest, maintaining outstanding standards, solid product knowledge and all other components of Guest Service.
* Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers.
* Handling all the cash transaction of an organization.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Issue receipts, refunds, credits, or change due to customers.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.

**Seminars / Trainings Attended**

**November 20, 2016 Media and Information Literacy for Senior High School Teachers**

Centro Escolar University

Manila City, Philppines

**November 4, 2016 Capacity Building for Mastery and Meaningful Learning**

Mid-Year Faculty Development Seminar

Parañaque City, Philippines

**September 23, 2015 4th Employee Fringe and Welfare Benefits**

Ariva Academy

SGV Hall of AIM Conference Center, Makati City, Phlippines

**March 9 - 14, 2015 Basic Life Support and First Aid Training**

Philippine Red Cross

Parañaque City, Philipines

**September 15, 2013 10th Philippine Youth Congress on Information Technology**

University of the Philippines, Quezon City, Philippines

**January 27, 2011 Enlightening Our Minds with Microsoft Applications**

Rogationist College, Silang Cavite

**September 14, 2010 Philippines Youth Congress in Information Technology 2010**

University of the Philippines, Quezon City, Philippines

**January 28, 2010 UPPITTC Echo Seminar**

Rogationist College, Silang Cavite, Philipines