**ANA**

**ANA.365040@2freemail.com**

**EMPLOYMENT HISTORY**

**Position**: **Receptionist**

Company: City light Hotel

Address: Baguio City, Philippines

Date: September 4, 2015 to January 31, 2017

**Duties and Responsibilities**

* answer telephone, screen and direct calls
* greet persons entering organization
* direct persons to correct destination
* monitor visitor access and maintain security awareness

**Position: RETAIL SALES ASSISTANT**

Company: Raven and Erwin Toyshop

Address: San Nicolas Norte Agoo, La Union

Date: June 20, 2014 up to July 20, 2015

 **Duties and Responsibilities**

* Finding out the customer's needs
* Answering customer queries regarding the store and the merchandise
* Giving the consumer/costumer the exact quality service
* Arranging the items display to keep merchandise area tidy
* Being patient to consumer/costumer even though they are complaining to the items

**Position: DEBURR OPERATOR**

Company: JFS PRECION TECHNOLOGY INC

Address: Baguio City Philippines

Date: January 13,2014 -June 14,2014

**Duties and Responsibilities**

* Checking if there is a dent or defective
* Cleaning the parts to avoid contamination
* Deburring a rough area on a piece of metal that is left after the metal is cut

**Position:** **IC ASSEMBLER**

Company: TEXAS INSTRUMENT PHILIPPINES

Address: PEZA, Loakan Road, Baguio City

Date: June 18, 2013 – December 2, 2013

**Duties and Responsibilities**

* Operating manually to program the machine
* Monitoring the standards of the substrates and leadframes
* Scrapping the wafers to avoid contaminated

**EDUCATIONAL BACKGROUND**

**College**  **Year [From] - [To]**

 Course: ***Bachelor of Science in Computer Science*** 2009 - 2013

School: Don Mariano Marcos Memorial State University -South La Union

 Address: Agoo, La Union

**Secondary**

 School: President Elpidio Quirino National High School 2005 - 2009

 Address: San Agustin East, Agoo La Union, Philippines

**Elementary**

School: Agoo West Central School 1999 - 2005

 Address: Agoo, La Union, Philippines

**TRAININGS / SEMINARS/ WORKSHOP ATTENDED**

**On-The-Job Training (OJT)**

Department of Environment and Natural Resources (DENR)

Legal Department

Encoder, Researcher

April-May 2012

**Job Placement Seminar Workshop**

Don Mariano Marcos Memorial State University- South La Union Campus

Jose De Aspiras Gym, Agoo, La Union (2012)

**CREDENTIALS**

* **DIMPLOMA IN BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

 Don Mariano Marcos Memorial State University

South La Union Campus Agoo, La Union

 March 2013

* **CERTIFICATE IN PC HARDWARE SERVICING NC II**

Don Mariano Marcos Memorial State University

South La Union Campus Agoo, La Union

March 2010-2011

* **CERTIFICATE IN PC OPERATION**

Don Mariano Marcos Memorial State University

South La Union Campus Agoo, La Union

 March 2009-2010

**SPECIAL SKILLS / INTEREST**

* Microsoft Office Literate (e.g. MS Word, Ms Excel, Ms PowerPoint)
* Ability to handle multiple tasks
* Good motivator and open to learn new ideas
* Quick learner and ability to work under pressure
* Willing to dedicate long hours to improve company performance.
* Eager to learn new things and yearning to be inspired.

|  |
| --- |
| **PERSONAL INFORMATION** |

Birthdate : October 11, 1992

Birth Place : Poblacion, San Fabian Pangasinan

Sex : Female

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

Language Spoken : English, Tagalog, Ilocano

*I hereby certify that the above information is true and correct to the best of my knowledge and consent.*