**ROSALIE G. RENTA**

[Rosalie.365042@2freemail.com](mailto:Rosalie.365042@2freemail.com)

**Can work under pressure with minimal supervision, typing skills of 60 wpm, can handle multiple assignments and knowledgeable of Microsoft office.**

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **April 2013 – April 2017** | **Al Rawafed Private School** |  |
|  | **Data Encoder** | |
|  | **Khalifa City A, Abu Dhabi UAE** | |
|  | Maintain school records for teachers, staff and students and | |
|  | transcribing them in school system from enrollment up to end | |
|  | of school year. Managing scanned documents, filing, sending | |
|  | and receiving information as required. In charged with | |
|  | maintaining backups of all data in the server. In addition, | |
|  | answer and route phone calls, send out emails and distribute | |
|  | snail mail as needed. | |
| **August 2009 – April 2010** | **Haward Technology ME** | |
|  | **Training Coordinator** | |
|  | **Abu Dhabi, UAE** | |
|  | Discuss training concept and projects through telephone | |
|  | related to Oil & Gas, Engineering, Analytical Laboratories and | |
|  | Contracting companies all over Middle East countries. Send | |
|  | details/overviews related to the training courses by phone, | |
|  | email or fax. Executes proper correspondence to client | |
|  | requirements and/or queries through phone, internet, and fax | |
|  | which are business related. Attends during the course period | |
|  | to coordinate, to assist both participants and the instructor | |
|  | and to ensure and maintain the quality that the company | |
|  | could provide for the registered participants. | |

**ROSALIE G. RENTA**

**Aug. 2007 – April 2008** **Synovate Inc.**

**Market researcher (field interviewer)**

**Manila, Philippines**

Primarily conduct in-persons interviews with selected respondents using computer-assisted software or paper questionnaires, depending on study requirements and transmit all the data to office system.

**Oct. 1992 – Dec. 2004 Panasonic Mobile Comm. Corp. of the Phils. Warehouse Material Encoder / Controller Laguna, Philippines**

Counter checking of all materials based on the documents and

posting the part number and the quantities accordingly with

the correct invoice. Inputting data in the system for correct

inventory. Summarize and analyze the material inventory

monthly.

**EDUCATION** **\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Polytechnic University of the Philippines

Sta. Mesa Manila, Philippines

Bachelor of Office Administration

Torres Evening Vocational School

Manila, Philippines

Graduate of Secretarial Course