Dear Sir / Madam,

I am actively in search of a reputable organization that provides equal opportunities for its work force from different nationals, with the objective to be a part of a highly motivated workgroup.  I am hoping to be a part of your prestigious company.

It is hope that my academic background, work experience and interest in different fields will convey to you that I have the qualification to make a valuable contribution to the company.  Through my experience I have strengthened my communication, interpersonal and teamwork skills.  This background has prepared me to combine an interest in dealing with people and a desire to work efficiently in a competitive environment.

In addition to my desire to join your company, you will find that I am competent and responsible driven individual.  I am certain that I can work with high level of performance in the source of job.

My resume is enclosed.  I will be glad to further discuss my qualifications in an interview. You can

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

**JESSA**

**JESSA.365593@2freemail.com**

**No. of Experience : 3 years and 3 months total (**2 yrs. and 7 mos. experience as Document Controller/Administrative Assistant in Engineering and Architectural Department**)**

**Current Location : Al Jafiliyah, Dubai, UAE**

**Nationality : Filipino**

**CAREER OBJECTIVE**

 I am in search of a career that will provide me an opportunity to handle a challenging responsibility, thereby improving my knowledge and personality on a continuous basis.

**EMPLOYMENT BACKGROUND:**

***Document Controller/Administrative Assistant***

**Engineering and Architectural Department**

Department of Health Regional Office III

*Maimpis, City of San Fernando, Pampanga, Phil.*

**August 04, 2014 – March 31, 2017**

***Responsibilities:***

* Maintain and monitor all documents of the project to ensure strict adherence to the company’ s ISO procedures;
* Register all details of the documents (outgoing & incoming) in the log book, process documents received from client and other parties;
* Prepare proposals for infrastructure and equipment of health facilities for funding of the agency;
* Monitor construction to check meeting target completion dates and provide advisory on delayed and problematic projects;
* Collect and get inventory of equipment;
* Encode information pertaining to equipment for easy consolidation and reporting;
* Preparation of Status and final reports;
* Providing guidance to Local Government Units on matters pertaining to project design and implementation;
* Responsible for controlling all documentation related activities in a project.

***Production Operator - Inspector***

Kodec Precision Inc.

Calibutbut, Bacolor, Pampanga, Phil.

**November 28, 2013 – June 22, 2014**

***Responsibilities:***

* Continuous monitoring of the data;
* Inform the setter to adjust/change the settings of the machine when needed;
* Maintain the database;
* Preparation of Inspection reports.

***Export Specialist – Reliever****, Philippines*

L&T International Group Phils. Inc

7500 A. Bonifacio Ave. cor. J. Tinsay St.

Clark field, Pampanga, Phil.

**August 06, 2013 – September 11, 2013**

***Responsibilities:***

* Responsible for assigning the Invoice number for all shipments;
* Making sure that all shipments for every destination are assigned with invoice numbers;
* Double checking the correctness of the price of garments for every PO and style.

**EDUCATIONAL BACKGROUND**

**2009 – 2013 COLLEGE**

*Don Honorio Ventura Technological State University*

Bacolor, Pampanga, Phil.

**Bachelor of Science in Information Technology**

**PERSONAL INFORMATION**

Gender : Female

Date of Birth : January 09, 1993

Place of Birth : San Fernando, Pampanga

Civil Status : Single

Religion : Christian

Visa Status : Tourist Visa