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**DIONNAFE**

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**OBJECTIVE**345

To obtain a full time position that will enable me to apply my diverse skills and background in an area where new learning opportunities are available.

**CAREER PROGRESSION**

**ENGINEERING ASSISTANT A / ADMINISTRATIVE SECRETARY**

NATIONAL IRRIGATION ADMINISTRATION (June 13, 2011 – August 5, 2015)

MALITUBOG-MARIDAGAO IRRIGATION PROJECT, STAGE II

VILLARICA, MIDSAYAP, NORTH COTABATO, PHILIPPINES

National Irrigation Administration-Malitubog Maridagao Irrigation Project (NIA-MMIPII) is a government -owned and controlled corporation (GOCC) primarily responsible in the construction of irrigation facilities and development. It aims to provide irrigation to irrigable lands for the farmer-beneficiaries.

Job Description

**Technical Secretary**

• Entertain phone calls, receive important messages and relay to bosses if necessary.

• Communicate effectively (using emails, phone calls and fax messages) to Contractors,

and other offices related to NIA-MMIP and other concerned government agencies.

• Creating and writing technical letters/communications and transmitting to Contractors

and other related government agencies.

• Keeping files (hard copy and soft copy) of documents of incoming and outgoing

communications.

**Member-Technical Working Group (TWG)**

• Assists in the Bids and Awards Committee (BAC) in the preparation of bid documents.

• Assists in the conduct of eligibility screening of bidders, in the evaluation of bids and in

the conduct of post qualification.

• Assists the BAC Secretariat in the preparation of reports such as BAC resolution, Post

Qualification Summary Report and Resolution recommending the award.

**LOGISTICS STAFF**/**IMPORT AND EXPORT DOCUMENTATION OFFICER/SECRETARY**

DAVAO CORRUGATED CARTON CORPORATION (DAVCOR) (November 21, 2007-June 9, 2011)

MAMAY ROAD, LANANG, DAVAO CITY, PHILIPPINES

DAVAO CORRUGATED CARTON CORPORATION (DAVCOR) is an indirect exporter company that manufactures mainly of corrugated carton boxes designed for Banana and Pineapple produce.

Job Description

**Logistics Staff**

•Recording of daily productions and deliveries of finished boxes.

•Making production and delivery reports on a daily, weekly, monthly and quarterly basis.

• Monitoring and recording of Kraft Paper rolls (raw materials) used.

•Conducts quarterly inventories for Kraft Paper rolls, finished boxes and work in process

(boards).

• Receives Kraft Paper shipment deliveries from Port area (Davao) to Davcor warehouse.

**Import & Export Documentation Officer**

•Monitors incoming shipments of imported raw materials (Kraft paper rolls) from Port of

Davao to Davcor’s warehouse.

• Liquidates the raw materials (Kraft paper rolls) 6 months after it is shipped against used

and exported.

• Process and prepare the company’s pertinent documents for the annual renewal with

the Bureau of Customs in its accreditation as importer and as warehouse operator.

• Pertinent documents are filed necessarily, orderly and properly.

**Secretary**

• Entertain phone calls, receive and accept important messages and relay to bosses if

necessary.

• Communicate effectively using emails, phone calls and fax messages to offices and other

agencies related to Davcor’s business transactions.

**IN-LINE QUALITY CONTROLLER**

MULTIRICH FOODS CORPORATION (August 2, 2004-January 21,2005)

ALAE, MANOLO FORTICH, BUKIDNON, PHILIPPINES

MULTIRICH FOODS CORPORATION manufactures confectionary snack foods mainly of biscuits, wafers, cupcakes and gelatins.

Job Description

**In-line Quality Controller**

• Hourly monitors the sensory evaluation of the sample product such as odor, taste, and

color; physical evaluation such as thickness and weight using standard specifications.

**•** Hourly monitors the moisture and PH content of the sample product.

**EDUCATION**

Bachelor of Science in Chemical Engineering

University of Mindanao • 2004

Matina, Davao City, Philippines

**SEMINARS ATTENDED**

• September 6-7, 2011 Seminar and Workshop on Gender Responsiveness and

Equality

• April 24-25, 2014 Basic Customer Service Skills

• March 23-24, 2015 Technical Writing Seminar

**TECHNICAL AND FUNCTIONAL COMPETENCIES**

**•** Has knowledge in Microsoft Word, Excel and Powerpoint

• Excellent organizational skills

• Flexible and ability to multi task

• Skills in data management and records keeping

• Good communication skills both oral and written

• Has good technical and creative writing skills

• Attentive to details and coordination

• Ability to work on my own initiatives

• Understanding confidentiality issues and use of discretion