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**OBJECTIVES: A Project management position in Research with a company that will utilize my previous experience and skills to meet business objectives and support commitments to customer service, employee development, and continuous improvement which I can contribute my knowledge.**

**NAME: CHRISTINE**

[**CHRISTINE.368148@2freemail.com**](mailto:CHRISTINE.368148@2freemail.com)

**EDUCATIONAL ATTAINMENT:**

**LEVEL: NAME OF SCHOOL: YEAR GRADUATED:**

**ELEMENTARY: E. YUSAY ELEM. SCHOOL 2002**

**SECONDARY: MELCHOR L. NAVA NATIONAL HIGH SCHOOL 2006**

**COLLEGE: UNIVERSITY OF ILOILO**

**COURSE: BACHELOR OF SCIENCE IN NURSING 2010**

**OTHER SKILLS: COMPUTER LITERATE, MS WORDS, EXCEL, POWERPOINT,**

**EMPLOYMENT HISTORY:**

**YR OF STAY: NAME AND ADDRESS POSITION**

**2009-2010 TOPSPOT MULTIPURPOSE COMPANY (KFC) CASHIER**

**ROBINSON ILOILO**

**2011-2012 NIR PLACEMENT CENTER PROJECT COORDINATOR**

**15th ave. P. tuazon st. cubao QC.**

**2012-2014 SARA INT’L MANPOWER SERVICES INC. PROJECT COORDINATOR**

**2014- FEB 2017 ASAAD KHALAF AL-DERBAS OFFICE H.LABOUR QUALITY CONTROL OFFICER**

**Kuwait, Hawalli, Tunis St. N. Romah Center**

**APR 16-PRESENT. AL HAZM MANPOWER AGENCY ABU DHABI. SECRETARY**

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**TRAINING ATTENDED:**

BLS IN STANDARD FIRST AID AND CPR WITH AED JAN. 5-8 AND 11 2015

**DUTIES AND RESPONSIBILITIES :**

* **Doing assessment for all the applications and conduct personal or Video call/ phone interview.**
* **Once the applicant once, im the who make the Application, and send it to our office to market.**
* **Im also doing marketing strategies to help our company, such as doing some fliers, going to any PESO department anywhere in Phils. And Going to some branches to look for possible Applicants.**
* **Once the worker arrived in Manila (after have visa released), Doing some preparations such as sending them to medical, Once FTW , sending them to PDOS,OWWA,TESDA TRAINING.**
* **Once everything is ready, preparing for Visa Embassy Stamping, And Applying for OEC. (POEA)**
* **Doing and requesting for Ticket and sending final flight details to aside personnel.( for Employer ).**
* **Doing final briefing to the applicants and preparing all their documents for their departure.**
* **Doing final status Report , And checking the worker situation if time is needed.**

**I HEREBY CERTIFIED THAT ALL ABOVE ARE TRUE AND CORRECT:**

**CHRISTINE**