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**Angelica**

**Angelica.368501@2freemail.com**

**OBJECTIVES**

* To seek a fulfilling position that will allow me to contribute my acquired knowledge and skills.
* To enhance my knowledge and skills through rendering service with public and private sectors, firms and business organization that leads to customer satisfaction.

**WORKING EXPERIENCE**

**Test Operator**

* **Giga-Byte Technology Co., LTD**

 Toayuan Hsien, Taiwan, R.O.C

**Date Joined:** September 12, 2016 to April 20, 2017

* Motherboard repair and test.
* Perform in a series of hardware and software procedure.
* Do data input when required to store the information.
* Reporting product issue and findings.

**Administrative Staff**

* **WPH Transport Service Corporation**

Lot 2 Corner Causeway Binictican Drive Subic Bay Freeport Zone, 2200

***Date Joined:*** *June 03, 2013 to September 05, 2016*

**Job Description:**

* Transferring of documents in other offices and filing of incoming information
* Compute wages and deductions, and enter data into computers.
* Compile employee time, production, and payroll data from time sheets and other records.
* Perform other task required by the superior from time to time.

**Cashier/Encoder**

* **Conti Group of Companies**

**(DOL Conti Pawnshop and Jewelry Store)**

***Date Joined:*** *July 8, 2012 to May 27, 2013*

**Job Description:**

* Greet customers entering establishments.
* Enter register transactions accurately.
* Receive payment by cash
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Compute and record totals of transactions
* Filing and organizing important documents and records.
* Ensure management of daily cash accounts.

**Administrative Staff**

* **Hanjin Heavy Industries and Constructions**

(Subic Shipbuilder Corp.)

Production Planning Dept. - Production Schedule Part

Greenbeach 1, Redondo Peninsula, Sistio Agustin, Brgy. Cawag, Subic Zambales

***Date Joined:***  *August 26, 2010- March 17, 2012*

**Job Description:**

* Prepare the Payment Requisition using Iprocon System
* Monitoring Attendance using Iprocon System
* Prepare inquiry, material requisition, and purchase order using Hyperion System..
* Encoding of important documents using Microsoft Excel.
* Transferring of documents in other offices and filing of incoming information
* Handle incoming and outgoing telephone calls.
* Perform other task required by the superior from time to time.

**Production Operator**

* **Nozomi Fortune Services Inc.**

Retail 13, Lot. 6 Time Square Cinema Complex Subic Bay Freeport Zone 2222- (Sanyo Denki Philippines Inc.)

***Date Joined:*** *May 19, 2008 – August 29, 2009*

 *September 29, 2009 – June 15, 2010*

**Job Description:**

* + - Operates machines and inspecting the quality of products.
		- Checking and monitors each machine.
		- Reporting and Lecturing related to our production.
		- Make summary report after the product is inspected.

**SPECIAL SKILLS**

* Computer Literate (Knowledge in MS Application (Word, Excel, PowerPoint, etc.)
* Customer service and telemarketing
* Can speak and write well in English

**EDUCATIONAL BACKGROUND**

***Tertiary: Mondriaan Aura College***

Practical Nursing

 S.Y. 2006-2008

 ***AMA Computer College Olongapo City***

 Bachelor of Science in Information Technology

 S.Y. 2004-2006

***Secondary: St. Joseph College***

 S.Y. 2000 – 2004

**TRAINING/SEMINARS ATTENDED**

**The Philippine National Red Cross**

Standard First Aid

January 29, 2008

**The Philippine National Red Cross**

CPR for Health Care Providers

February 2, 2008

I hereby certify that all information entered into this resume is true and correct to the best of my knowledge and belief.

**Angelica**

Applicant’s Signature