

**Clarice**

**Clarice.371397@2freemail.com**

* OBJECTIVES

 To obtain a position that can promote personal development and professional growth acquiring competence in applying engineering principles to practical problems. Furthermore to acquire enough experience in the field based upon skills and qualities, while contributing to organization’s goals.

* SKILLS

* Proficient in providing accurate, timely and professional written and verbal statistical reports to the management.
* Knowledgeable in conducting time and motion study
* Improve the reliability of the production activities by improving the number of units produced and reducing the inputs required
* Initiate new activities to improve the efficiency of each worker and enhancing their contribution in the production process
* Study the given data and conduct research for financial planning and cost analysis and find out productivity ratio
* Determine the parameters for implementing the quality control, inventory control, and material management measures
* Computer Literate (MS Word, PowerPoint, Excel, AutoCad, Promodel, Sketch-up)
* Excellent in customer service and can work in a fast paced environment
* OTHER PERSONAL AND WORKING ATTRIBUTES

* Can work with minimum supervision
* Innovative and Systematic
* Deference to Authority
* Conscientious and Responsible
* Can converse in English Language
* Time conscious, manages time wisely.
* Quick learner, extremely goal-oriented, innovative and adapts easily to new situations, exceptionally competent in handling tasks both individually as well as within a team.
* Confident and resourceful. Willingness to learn new concepts and apply them to yield successful results.
* EMPLOYMENT EXPERIENCE:

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| --- | --- | --- |
| Position | Company | Year |
| * Part time Service Crew
 | Golden Arches Development /McDonalds (480 Consolacion) | February 2015 –December 2016 |
| * On the Job Trainee
 | Shemberg Marketing CorporationPaknaan, Mandaue Cebu | April 2016- May 2016 |

* EDUCATIONAL ATTAINMENT:

College:

 Graduate Bachelor of Science in Industrial Engineering

 University of San Jose-Recoletos Magallanes Street, Cebu City Philippines
 S.Y. 2012-2017

Secondary:

 Academia del Christifidelis

 Kawayanan Tayud, Lilo-an, Cebu Philippines

 S.Y. 2008-2012

Elementary:

 Academia del Christifidelis

 Kawayanan Tayud, Lilo-an, Cebu Philippines

 S.Y. 2006-2008

 Simeon Ayuda Elementary School

 San Vicente, Lilo-an, Cebu Philippines

 S.Y. 2002-2006

* SEMINARS ATTENDED

*Personality Development Seminar*

Audio Visual Room (AVR), University of San Jose-Recoletos Main Campus

November 2015

*Food Safety*

Audio Visual Room (AVR), University of San Jose-Recoletos Main Campus

September 2015

*Global Citizenship Education for UNESCO Clubs in the Philippines (GCE4U)*

*Theme: “Fostering Global Citizenship among UNESCO Clubs towards a Culture of Peace in the Philippines!”*

IE Laboratory, University of San Jose-Recoletos Main Campus

August 2015

*Time Management and Study Techniques*

Audio Visual Room (AVR), University of San Jose-Recoletos Main Campus

July 2015

*Be a Better Speaker*

Audio Visual Room (AVR), University of San Jose-Recoletos Main Campus

November 2014

*Library Resource*

Room 417, 4th floor San Agustin Building, University of San Jose-Recoletos Main Campus

July 2014

*PDAF: Issues and Challenges*

Center for Performing Arts (CFPA), University of San Jose-Recoletos Main Campus

December 2013

* AFFILIATIONS

* Philippine Institute of Industrial Engineering (PIIE-VSC), Member (2012-2017)
* Josenian Industrial Technocrats Society (JOINTS), Active Member (2012-2017)
* Engineering Mathematical Society (EMS), Appointed Tutorial Supervisor (2nd semester 2014-2015)
* Engineering Mathematical Society (EMS), Student Teacher (1st semester 2014-2015)
* Engineering Mathematical Society (EMS), Member (2012-2014)
* Budlod Wika (2012-2013)
* Anglophiles (2012-2013)
* USJR-ROTC Reserved Officer Training Corp
* PERSONAL DATA

Gender : Female

Date of Birth : June 13, 1996

Place of Birth : Cebu City

Civil Status : Single

Citizenship : Filipino

Height : 5’2”

Weight : 50 kg

Language/Dialect Spoken : English, Filipino, Cebuano

Religion : Christian

Occupation : Quantity Surveyor

Occupation : Businessman