

**Delia**

Email: delia.379864@2freemail.com

**OBJECTIVE**

**Gender: Female**

**Date of Birth: February 24, 1994**

**Age: 21**

**Marital Status: Single**

**Occupation: Fresh Graduate**

**Interests: Reading, creative writing, swimming, volleyball, travelling, watching documentary f**

Seeking an entry-level administrative assistant or any position available where my organizational skills and computer proficiency will be well utilized.

**PERSONAL INFORMATION**

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**Interests: Reading, creative writing, swimming, volleyball, travelling, watching documentary f**

Gender : Female

Age : 23

Date of Birth : November 30, 1993

Place of Birth : Quezon City, Philippines

Civil Status : Single

Citizenship : Filipino

Height : 5’2

Religion : Catholic

Language : Tagalog, English

**EDUCATIONAL BACKGROUND**

**Gender: Female**

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**Bachelor of Science in Business Administration**

**Major in Logistics and Supply chain management**

**S.Y 2012 – 2016 (Graduate)**

Technological Institute of the Philippines

938 Aurora Blvd, Cubao, Quezon City

**SKILLS**

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* Knowledge in logistic activities
* Microsoft Word, Excel, Powerpoint
* Microsoft Outlook
* Email, Social Media and internet
* Basic knowledge in Adobe photoshop

**CHARACTERISTICS**

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**Interests: Reading, creative writing, swimming, volleyball, travelling, watching documentary f**

* Time management
* Collaborative and able to work in teams or groups
* Deadline oriented
* Hardworking
* Organize

**WORK EXPERIENCE**

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* **VGB Center for Training and Development Corporation**

**Records Management Officer/Registrar**

**Admin Department**

**October 2, 2017 – March 30, 2018**

* Issues Transcript of Records (TOR) and honorable dismissal to students;
* Keeps student’s records;
* Enroll new student
* Enter all student data to Management Information System of TESDA
* Answer telephone call and email
* Prepare class schedule of the students
* Endorse the student to On-the-Job training institution
* **Golden Donuts Inc.**

**Receptionist**

**Admin Department**

**June 6, 2017 – September 30, 2017**

* + answer telephone, screen and direct calls
	+ take and relay messages
	+ provide information to callers
	+ receive and sort mail and deliveries
	+ organize conference and meeting room bookings
	+ monitor and maintain office equipment