**MARIE**

marie.382971@2freemail.com

**OBJECTIVE:**

To utilize my knowledge and skills in the top likely way for the implementation of organizational goals.

**EDUCATIONAL BACKGROUND:**

**TERTIARY**  **:** Bachelor of Science in Business Administration

Major in Human Resource Development Management

: Bataan Peninsula State University **(**Balanga Campus)

 Balanga City, Bataan Philippines

 2014 - 2018

 **SECONDARY**  **:** Saint John Academy

 Rizal St. Dinalupihan, Bataan Philippines

 2011 – 2014

 **PRIMARY :** Dinalupihan Elementary School

 Padre Dandan St., Dinalupihan, Bataan Philippines

 2005 – 2011

**WORK EXPERIENCE:**

**Admin Assistant**

Tong Lung (Phils.) Metal Industry Co., Inc

Subic Bay Industrial Park, Philippines

May 28, 2018 – July 14, 2018

* Organizing and scheduling appointments
* Provide general support
* Facilitates follow up calls and meetings within the organization and other contacts
* Performs documentation, profiling of information in the reference system
* Planning meetings and taking detailed minutes and furnishing copies to the attendees
* Open, sort and distribute incoming correspondence
* Update and maintain standard filing system of important documents, policies and procedures
* Contribute to team effort by accomplishing related results as needed.
* Secures information by completing data base backups

**On-the Job Training**

Encoder

TESDA Provincial Office, Balanga City Bataan Philippines

February 21, 2018 – April 27, 2018

**SEMINARS ATTENDED:**

DATE TOPIC/COURSE TITLE

January 15, 2015 Managerial Skills Development @ Crown Royale Hotel,Balanga City Philippines

January 30, 2015 Professional Empowerment Through Teamwork @ Crown Royal Hotel,Balanga City Philippines

 Development of Managerial Skills @ Crown Royale Hotel,Balanga City Philippines

May 29, 2017 Your Career, Your Choice @ Conference Room 1of BPSU Main Campus, Balanga City Philippines

**PERSONAL SKILLS:**

* Proficient in MS Office particularly in Excel and Word
* Knowledge in Business Management and Human Resources
* Basic Accounting
* Competent and flexible in responsibilities
* Good communication skills

**PERSONAL DATA:**

**Age :** 20 years old

**Date of Birth :** October. 31, 1997

**Place of Birth :** Dinalupihan, Bataan Philippines

**Nationality :** Filipino

**Civil Status :** Single

**Visa Status :** Tourist Visa

*I hereby certify that the above statement are true and precise through the best of my knowledge and principles*