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|  | Objective  Looking for an entry-level sales and marketing staff position because I would be happy to use my education, work experience and my qualities to become an asset of your organisation.  Education   |  |  | | --- | --- | | **Bachelor of Science in Business Administration** | Laguna College of Business And Arts**,**  June 2009 - April 2013 | |  |  | | **High School** | E. Barreto National High School***,*** *Laguna, Philippines*  June 2005 – March 2009 |   Skills   |  |  | | --- | --- | | Technical | * Windows Operating System – Windows XP,7 * Document Processing Application – MS Office 2003, 2007, 2010 * Common Applications – Internet Explorer and other browsers, PDF Reader | | Management, Sales, Accounting and Communication | * Ability to work independently and in a team * Ability to multitask and prioritize work accordingly * Knowledge on basic accounting as part of the course * Capability to speak English on conversations as well as on writing |   Work Experience   |  |  | | --- | --- | | Secretary | Leiras Enterprises & Engineering Services, Laguna Philippines  April 8, 2013 - December 6, 2013 | | Logistics Department Staff | Internship at Toyo Ink Co., Philippines  November 2012 - February 2013 |   Affiliation   |  |  | | --- | --- | | **Junior Executive Club Member** | Laguna College of Business and Arts  School Year: 2012 |   Seminar Attended   |  |  | | --- | --- | | **Marketing Mash-Up. Hybrid for new Breed** | Strategic Marketing Conference, SM Mall of Asia, Philippines  July 31, 2012 | |