***OBJECTIVE :*** *To obtain a dynamic and challenging position, where I can utilize my full potential for productivity and contribute to the outstanding success of the organization.*

***SKILLS:***

* *Strong Interpersonal Skills*
* *Result-oriented*
* *Energetic and Driven*
* *Excellent Communication Skills*
* *Superior Organizational Skills*
* *Ability to work under pressure*
* *High level of computer literacy with working knowledge of the entire MS Office Suite*

***WORK HISTORY:***

* ***ADMINISTRATIVE ASSISTANT / SECRETARY***

*Al Mashreq Airconditioning Works LLC*

*September 2014 to Present*

* *Welcomes guests or clients by greeting them in person or on the telephone and answers direct inquiries.*
* *Dedicated to set up and maintain filing systems for old and new clients to ensure that Inquiries, Quotations, Invoices and other pertinent documents can be easily found whenever there are clarifications from the client or within the company.*
* *Process emails and letters that are received to produce high quality documents and to ensure that the proper documents are allocated to the right department within the organization.*
* *Provide administrative and coordination support to management by gathering all the data we need to know about our client so as to give them the proper product or service that cater to their specifications and requirements.*
* *Coordinate with other departments to ensure that the contacts, suppliers and clients number or addresses are updated in the Company’s database.*
* *Prepare correspondence and respond to member inquiries and information requests.*
* *Perform a wide range of general clerical work including the maintenance of records, verifying accuracy of information, identifying inconsistencies, recording and disseminating information for internal and external consultations.*
* *Provide feedback when all the necessary data are gathered for client follow up and set up meeting for approval for both parties to exchange ideas to come up with an agreement for the satisfaction of both parties.*
* *Organize and assist fellow employees with meetings, conferences and direct telephone calls when required*
* *Contribute to the development of the business by providing excellent service to our clients.*
* *Renew expired documents for Insurance and other related tasks*
* *Make inquiries for prices of A/C equipment, fans, and other materials involving ducts for A/C works.*
* *Provide assistance to company PRO in monitoring and tracking of requirements from Embassies.*
* ***PRODUCTION SPECIALIST***

*Texas Instruments Philippines Incorporated (Semi-conductor)*

*December 2003 – January 2009*

* *Perform various support functions and services to satisfy client requirements in conformity with device specifications*
* *Supervise operation of machines to ensure production of good units.*
* *Involved in small group activities for continual improvement of current SOP’s and processes.*
* *Operate machines such as Delta Castle, Delta Edge and Yokogawa*
* *Accurate entry of device specification*

*Equipment Handled:*

*Tester:*

* *VLCLT (Very Low Cost Logic Tester)*
* *Fusion*

*Handlers:*

* *Delta Edge*
* *Delta Castle*
* *Yokogawa HS2040WS (Campana)*
* ***WAREHOUSE CLERK***

*Tiongsan Department Store Philippines*

*May 2002 – November 2003*

* *Supervise shipping, loading and unloading of goods, handles merchandise check-in, and cross-referencing purchase orders against sales orders to be distributed to sales associates for processing.*
* *Monitor customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered, and distributed or to be shipped.*
* *Determines call schedule by reviewing priorities with supervisor; discussing special instructions, product promotions, new products, and price changes.*
* *Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.*
* *Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, and color or product code.*
* *Ensure warehouse is accessible and safe for sales people and customer traffic.*
* *Ensure that warehouse is organized and orderly at all times.*

***EDUCATIONAL ATTAINMENT:***

***TERTIARY****:*

*Saint Louis University*

* *BS Marketing 1996 – 2002*

***VOCATIONAL****:*

*MMS-Development and Training Center:*

* *Nursing Assistant July 2013*
* *Care Giving Department September 2012 – June 2013*

*Baguio City School of Arts and Trade*

* *Hotel Housekeeping February – May 2009*

***TRAINING & SEMINARS****:*

*Hands-on Clinical Skills Enhancement Program December 2012*

*(Nurse Zone Review and Skills Training Center)*

*Fire and Water Safety Seminar December 2012*

*(Nurse Zone Review and Skills Training Center)*

*Pediatric Updates: Pediatric Growth & Development February 2013*

*Child Discipline & Rearing February 2013*

*Autism vs. ADHD (Symptoms & Interventions) February 2013*

*Healthcare Providers Intervention for Elderly Patient March 2013*

*Hazard Analysis and Critical Control Point (HACCP) November 2013*

*Housekeeping OJT May 2009*

*(Mines View Park Hotel)*

***PERSONAL INFORMATION:***

*Age : 37*

*Birth date : October 26, 1979*

*Place of Birth : Baguio City*

*Civil Status : Married*

*Religion : Roman Catholic*

*Sex : Female*