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| **Girlie Dizon-reyes Bernales** 286 sunshine subdivision, abucay Bataan, Philippines 2114 **Current Location:** Philippines **Availability:** I can start for work as soon as possible. | http://www.workabroad.ph/jobseekers/photos/jpegImage/800447.jpg |

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| **PERSONAL DATA** | |
| Age: | 34 |
| Date of Birth: | Jul 24, 1975 |
| Gender: | Female |
| Civil Status: | Married |
| Height: | 154 cm |
| Weight: | 48 kg |
| Nationality: | Filipino |
| Religion: | iglesia ni cristo (church of Christ) |
| Permanent Address: | 286 sunshine subdivision, abucay Bataan, Philippines 2114 |

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| **WORK EXPERIENCE** | | |
| **I have been working for 5.0 year(s).** | | |
| 1. | Position: | **Import/Export Officer** |
| Duration: | Aug 20, 2007 - Aug 15, 2008 (1 yrs) |
| Company: | AGC Flat Glass Phils., Inc. |
| Company Industry: | Consumer Products |
| Location |  |
| Department: | Marketing Department |
| Job Description: | ♣ Monitoring of all import and export cargoes.   Coordinate with the warehousing personnel the availability of♣ inventory stock of all imported glass for domestic consumptions and all manufactured glass products for export. ♣ In-charge in the preparation of all import and export documents.  In-charge in coordination with customs’ brokers and cargo forwarders♣ for the handling and movement of import and export cargoes and documents.  In-charge in coordination with government agencies like Bureau of♣ Customs and Philippine Economic Zone Authority for securing import/export permits and for inspection of import/export shipments. ♣ In-charge in making import and export monthly reports. ♣ Conduct random physical inspection on warehouse for the available glass stocks. ♣ Perform other duties as may be assigned by the Marketing Manager and other higher officials. |
| 2. | Position: | **document controller** |
| Duration: | Mar 9, 2007 - Aug 19, 2007 (0.4 yrs) |
| Company: | AGC flat-glass Philippines |
| Company Industry: | Consumer Products |
| Location | Pasig city, Philippines |
| Department: | engineering department |
| Job Description: | - keeping the engineer's drawings and books. - monthly report about the documents on hand and on the field. |
| 3. | Position: | **computer cafe' manager/operator** |
| Duration: | Aug 21, 2006 - Aug 20, 2009 (3 yrs) |
| Company: | bernales computershop and internet cafe |
| Company Industry: | Computer / Information Technology (Software) |
| Location | abucay bataan philippines |
| Department: | administration |
| Job Description: | I owned a computer shop.. and i myself manage it. installing software’s, logging in-out of customers, monthly income report and expenses.  i personally made it.. for reference purposes. |
| 4. | Position: | **Marketing and Sales Supervisor** |
| Duration: | Aug 13, 2004 - Dec 17, 2006 (2.3 yrs) |
| Company: | St.Peter Life Plan |
| Company Industry: | Insurance |
| Location | Balanga City, Bataan, Philippines |
| Department: | Marketing and Sales |
| Job Description: | ♣ Over-all In-charge in marketing and sales of life insurance.  ♣ Formulate Insurance Marketing and Sales Plan.  ♣ Conduct and execute Insurance Marketing and Sales Plan  ♣ In-charge in monitoring and supervision of the activities and performance of the subordinates in the group. ♣ Conduct orientation and awareness activities regarding the company and benefits of being insured.  ♣ Formulate and conduct strategies to ensure the effective insurance services and customers’ relation of the group and company. ♣ Answer inquiries and making timely actions on all concerns of the customers. ♣ Conduct regular briefings and orientations among the group for customer relations enhancement program.  ♣ Perform other duties as may be assigned by the Area Manager. |
| 5. | Position: | **material controller** |
| Duration: | Aug 10, 2002 - Feb 10, 2003 (0.5 yrs) |
| Company: | Fujimoto interantional |
| Company Industry: | Electrical & Electronics |
| Location | rosario cavite |
| Department: | warehouse department |
| Job Description: | responsible for monthly inventory of materials. -maintaining enough inventory for production use -prepare material for production use. |
| 6. | Position: | **F & B Outlet Supervisor (Contract)** |
| Duration: | Mar 8, 2000 - Feb 14, 2002 (1.9 yrs) |
| Company: | ISLANDCOVE RESORT AND LEISURE PARK |
| Company Industry: | Food Service / Catering / Restaurant |
| Location | Binakayan, Kawit, Cavite, Philippines |
| Department: | (F & B Department) |
| Job Description: | • Administration of F & B outlet. • Ensure smooth running of the Food and Beverage outlet. • General supervision of all outlet’s staffs and crews ensuring that all team members are aware of their responsibilities and are performing all duties to attain consistently the high standard service. • Ensure that all Foods and Beverages products are served efficiently and in accordance with the Company’s standard of presentation. • Ensure that the Food and Beverage outlet are properly prepared and set-up prior to and after service. • Assist with stock control and in costing of foods and other expenses needed to carry out the outlet’s operations. • Carry out cash handling procedures in accordance with Company policy. • Launching promotions and recommend marketing strategies to promote the outlet’s services, foods and other accommodations. • Handling front-line and telephone customer-relations services. • Perform other duties and functions necessary to preserve the quality and high standard of service of the F&B outlet. |

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| **EDUCATION** | | |
|  | **Highest Education** | **Second Highest Education** |
| Education Level: | Post Graduate Diploma / Master's Degree | Bachelor's / College Degree |
| Education Field: | Business Studies/Administration/Management | Business Studies/Administration/Management |
| Course: | business administration | business management |
| School/University: | Tomas Del Rosario College | Bataan Colleges |
| Location: | Balanga Bataan | Balanga City Bataan |
| Date: | Jul 2001 - Dec 2002 | Jun 2004 - Apr 2008 |

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| **SKILLS** | | | |
|  | **Skill** | **Yrs of Experience** | **Remarks** |
| 1. | computer formatting, installing software’s and others. | 4 | experience teach me well. |
| 2. | driving skills | 15yrs | professional license code (1,2,4) |
| 3. | computer literate (MS Word, MS Excel, PowerPoint, Publication) | 10 | Knowledgeable in field of computers. |

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| **LANGUAGES SPOKEN** | | | |
|  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  |
| 1. | English | 4 |  |

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| **REFERENCES** |
| -- None Specified -- |