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| **Girlie Dizon-reyes Bernales**286 sunshine subdivision, abucayBataan, 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, abucayBataan, 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 supervisionof 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 -- |