

**DONNA GRACE VILLANUEVA GALICIA**

**Blk 41-A, Lot 16 Crystal Aire Subd., Brgy San Francisco Gen-Trias Cavite**

**Mobile # 09109435051**

**Email address: villanuevadonnagrace@gmail.com**



**Objective:** To be able to learn and practice my skills and knowledge, and to continuously develop the learning through experiences in actual settings in undertaking responsibilities that this institution needing of.

**Summary of Qualifications:**

- Outgoing personality, hardworking, and committed to building something larger and puts aside personal gain for the well-being of the group.
- Ability to work in diverse environments and with diverse groups. Keen understanding of providing clear and positive communication with customers.
- Abreast with customer services in the upliftment in quality production.
- Efficient in English and Filipino, computer literate, and has good communication skills.

**Work Experience:**

**Service Associate-Procurement:** April 19, 2018 up to present, Shangri-La Business Solutions & Services Inc.

- Creates Purchase Order from Requisitional request; NSR, General, Operating, SPA, & Retail accounts for 3 hotels ( Makati Shangri-La, Edsa Shangri-La, & Shangri-La at the Fort)
- Input specific codes in the system for non- food.
- Data clean-up for general, operating, spa and retail accounts.
- Facilitates with contracted items for non-engineering items.
- Communicates with vendor with regards to confirmation of Deliveries & Price quotation.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Handle importation items and coordinate with Forwarder and cost control hand in hand.

**Purchasing Staff:** May 29,2017 April 10 2018, C&F Manufacturing Phils Corp. Lot 1-4, Block 11, Phase III, FCIE – SEZ Dasmariñas, Cavite 4126, Philippines

- Creates Purchase Order from Requisitional request.
- Communicates with the vendor with regard to confirmation of Deliveries, Price quotation, and quotation.
- Maintains Purchasing Documentation, Entry, and File Record.
- Data Entry of Inventory In and Out.
- Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies

- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage

**Office Staff:** February 15, 2016 up to April 30, 2017 Tardz Engineering Construction; L1 D2 Capistrano St., Hagonoy Taguig City

- Assists in the preparation of regularly scheduled reports.
- Take accurate minutes of the meetings.
- Maintain updated records, files documents, typing copying, binding etc.
- Manage staff appointments and maintain up to date employee leaves and holidays.

**Office Staff (Procurement Department):** July 21, 2015 up to January 11, 2016, Banco de Oro Unibank Inc. 11<sup>th</sup> Floor. BDO North Tower Makati Ave.

- Deals with suppliers and other BDO branches in terms of its repair and procurement of office furnitures, upholstery, some specific office supplies etc.
- Sorts files office documents.
- Check all the quotations related to procurement and repair.

**Academic Qualification:**

- Bachelor’s Degree Holder in Economics at Catanduanes State University; Virac, Catanduanes
- National Certificate II Holder in Food and Beverage Services at Technical Education and Skills Development Authority

**Trainings**

- Certificate of Training *Food and Beverage Services* NC II at Cabugao School of Handicraft and Cottage Industries from May 5, 2014 to July 4, 2014

**Personal Background:**

Date of Birth:	August 12, 1995
Birth Place:	Datag West, Caramoran, Catanduanes
Civil status:	Married
Height:	5’3
Religion:	Roman Catholic
Nationality:	Filipino

**Character References:**

MARIEFLOR RAGUSANTE

Service Leader- Procurement

Shangri-La Business Solutions & Services Inc.

Tel no. 8814-2519

Cp no. 09454832057

RODELIO ORQUIOLA

Service Leader- Purchasing

Shangri-La Business Solutions & Services Inc.

Tel no. 8814-2595

Cp no. 09176639358

MARICRIS RODRIGUEZ

Service Leader- Purchasing

Shangri-La Business Solutions & Services Inc.

Tel no. 8814-2598

Cp no. 09278385489

PIO B. TARDECILLA JR.

Manager

Tards Engineering Company

Tel no. 8881-7258

Cp no. 09293717376

CHRYSLAINE JANE ORTIZ

Document Controller

C&F Manufacturing Phils. Inc.

FCIE Langkaan Dasmariñas Cavite

Cp no. 09672590336

I hereby certify and honor that the above statements are true and correct according to my knowledge and belief.



**DONNA GRACE V. GALICIA**  
Applicant