



CATHERINE VALENCIA MILLA

2472 G. Del Pilar St. Singalong Manila, Philippines

+63995-744-9370

catherinemilla04@gmail.com

OBJECTIVE:

To work in the professional clerical field that will enable me to show my administrative experience and best use my management and multi-tasking ability as well as my communications and organizational skills while being in a position that provides me an opportunity of growth and fulfillment.

WORK EXPERIENCES:

DIEBOLD NIXDORF, PHILIPPINES

Service Dept. Operation Staff (On-the-Job Training)

33F Rufino Pacific Towers, 6784 Ayala Ave. Makati City.

March 2017-July 2017

- Engaged in Microsoft office tools such as excel and word for filing and encoding works.
- Organizing files.
- Requesting work permit for engineers for ATM machine repairs.

STORE SPECIALIST INC. (RUSTANS GROUP OF COMPANIES)

Administrative Clerk-Engineering Department

3F 395 Accelerando Bldg. Sen. Gil Puyat St. Bel-Air, Makati City.

November 2017-October 17, 2018

- Engaged in Microsoft office tools such as word and excel for filing and encoding store maintenance reports.
- Assisting and coordinating with the sales clerks for their store concern regarding store maintenance.
- Creating data list for store maintenance supplies request.

SKILLS:

- Microsoft Office Tools
- Adobe Lightroom
- Photography
- Organize and attention to details.
- Communication Skills
- Good Listening
- Time Management
- Cooperative
- Employee Engagement
- Customer Service
- Staff Training
- Patience
- Risk-taking

REFERENCES:

Beverlyn C. Orgas

Executive Coordinator
Ceva Logistics FZCO
0509682519

Camille A. Ocampo

Executive Assistant
Diebold Nixdorf Phils.
+63917-889-2612

Vida Nina Romano

Quality Assurance Coach
William Hill
+63921-258-5024

Rayvan Faustino

Event Supervisor
Waveplay Interactive Inc.
+63916-621-4551

- Receiving and releasing electrical supplies for store.
- Requesting work permit for technicians.

POTATO CORNER, PHILIPPINES

Service Attendant

AMA Computer College, Makati Branch

November 2018-February 15, 2020

- Observer.
- Staff training.
- Filing and processing employee's payroll.
- Filing and processing business requirements. (BIR,SSS,DTI,etc.)
- Customer Engagement.
- Employee Engagement
- Engaging in Microsoft office to create sales reports and other data.
- Creating contents or marketing strategy in branch.
- Cook.
- Cashier.

WAVEPLAY INTERACTIVE INC. (SOFTWARE COMPANY)

Event Technical Assistant (FREELANCER)

71 Matutum St. Quezon City

February 4, 2021-Present

- Program testing.
- Setting up technical equipments (tv, laptop, LED lights etc.).
- Assisting client for program errors.

EDUCATIONAL ATTAINMENT:

- **MAKATI SCIENCE TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES**
Theresa St. Old Sta. Mesa, Manila.
Bachelor of Science in Information System
A.Y June 2013-May 26, 2017
- **SAN ANTONIO NATIONAL HIGHSCHOOL**
San Antonio Village, Makati.
A.Y June 2009-March 2013
- **DR. RAFAEL V. PALMA ELEMENTARY SCHOOL**
Zobel Roxas St. Manila.
A.Y June 2003-March 2009

TRAINING COURSES:

➤ **COVID-19 CONTACT TRACING**

John Hopkins University

Online non-credit course authorized by John Hopkins University and offered through Coursera.

Accredited by Technical Education and Skills Development Authority (TESDA)

August 20, 2020

SEMINARS ATTENDED:

➤ **AZUREDEVOP**

Microsoft Philippines

Build a complete web application on Azure.

October 12, 2019

➤ **POTATO CORNER FRANCHISE ACADEMY**

QM Update and Financing 101

June 21, 2019

➤ **DTI GO NEGOSYO MENTOR ME ON WHEELS**

Philippine Center for Entrepreneurship Foundation, Inc.

One on one entrepreneurship advices

January 29, 2019

➤ **PARAGONS DELIVERING A VISION OF BUSINESS EXCELLENCE**

Tomas Aquinas Research Complex Auditorium, University of Santo Tomas

February, 2016

I hereby certify that all above information are true and correct in the best of my knowledge.

Catherine Valencia Milla

APPLICANT