

TRICIA MARICAR L. MADAMBA

Brgy. 43 Cavit, Laoag City

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**OBJECTIVE:**

To employ my knowledge, skills, and experience with the intention of securing professional career in an industry that will give me an opportunity to develop.

SUMMARY OF SKILLS:

- Excellent writing and communication skills
- Excel, Microsoft word, Powerpoint, Email, and Internet Research
- Ability to work independently
- Highly organized and efficient
- Flexible

EDUCATIONAL BACKGROUND:**Tertiary**

School: Northwestern University

Degree: Bachelor of Science in Business Administration major in Management Accounting

Inclusive Dates: June 2012-April 2016

Secondary

School: Northwestern University

Inclusive Dates: June 2008-April 2012

WORK EXPERIENCE**Administrative Staff I**

April 02, 2018-Present

Bombo Radyo Philippines

Brgy. 48-A Cabungaan, Laoag City, Ilocos Norte

Sales Comparable Researcher

December 23, 2016-December 14, 2017

Avion BPO Corporation

Sales Comparable Research Department

Brgy. 15 Castro St, Laoag City, Ilocos Norte

Checker, Administrative Staff and Credit and Collection Officer

April 25, 2016-December 15, 2016

PTC Foodsphere Asia Corporation (Golden Coolers)

Brgy. 13 Gen. Segundo Ave., Laoag City, Ilocos Norte

3. On-The-Job Trainee

November 2015-January 2016
Laoag City Tourism and Social Concerns Council, Laoag City Hall
Brgy. 14, Laoag City, Ilocos Norte

4. Summer Job Worker

April 2013
Laoag City General Hospital
Brgy. 46 Nalbo, Laoag City, Ilocos Norte

CHARACTER REFERENCES

VENERANDO C. YUTE
Officer-in-Charge
Bombo Radyo Laoag
0917-531-2539

ROBERT DELA CRUZ
Acting Asst. Station Manager
Bombo Radyo Laoag