

**CRENELLA FERNANDEZ CARVAJAL**

#213 E. Maclang St., San Juan City, 1500, Philippines

Mobile Number: (+63) 933-857-0099

Email Add: renziecarvajal@ecbes.com

**EDUCATION:**

PHILIPPINE CHRISTIAN UNIVERSITY

Taft, Metro Manila

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING**

GRADUATED

1997-2000

CEBU INSTITUTE OF TECHNOLOGY

Cebu City

**BACHELOR OF SCIENCE IN INFORMATION IN COMPUTER SCIENCE**

UNDER GRADUATE

1991-1993

CEBU INSTITUTE OF TECHNOLOGY

Cebu City

**SECONDARY**

1987-1991

**TRAINING ATTENDED:**

<b>LEADERSHIP CONFERENCE</b> HR CLUB PHILIPPINES Pasig City	<b>2020</b>
<b>HR TECHNOLOGY FORUM AND THE DIGITAL HR MANAGER</b> HR CLUB PHILIPPINES Pasig City	<b>2019</b>
<b>CULTURE OF PERSONAL EXCELLENCE</b> SUCCESS OPTION INC Quezon City	<b>2018</b>
<b>PROFESSIONAL BUSINESS OPERATIONS &amp; PEOPLE MANAGEMENT</b> BUSINESS MAKER ACADEMY Pasig City	<b>2015</b>
<b>PURCHASING SKILLS SEMINAR</b> Wordtext Systems, Inc. Makati City	<b>2015</b>
<b>PUBLIC SPEAKING AND PRESENTATION SKILLS</b> INTERNATIONAL LANGUAGE ACADEMY Makati City	<b>2011</b>

**WORK EXPERIENCES:****E & C BUSINESS EQUIPMENT AND SUPPLY****2000 to Present**

CO OWNER / FINANCE MANAGER

- ❖ Operate business and handle responsibilities such as creating business plans, arranging financing, hiring staff, reviewing sales, developing marketing strategies, overseeing daily activities, and identifying business opportunities.
- ❖ Supervising day-to-day operations of the administrative department and staff members. Hiring, training, and evaluating employees, taking corrective action when necessary.
- ❖ Developing, reviewing, and improving, administrative systems, policies, and procedures. Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions. Oversee financial department employees.
- ❖ Oversee the buying of materials and supplies for companies. My responsibility involves negotiating prices with vendors and evaluating the quality of available products.

**INTEGRATED SYSTEM AND SERVICES EQUIPMENT CORP****1996 - 2000**

SECRETARY / ACCOUNT EXECUTIVE

- ❖ Manages schedule by maintaining calendars for department personnel and arranging meetings, conferences, travel and etc. Completes requests by greeting customers, in person or on the telephone, and answering or referring inquiries.
- ❖ Negotiating contracts with prospective clients. Helping determine pricing schedules for quotes, promotions, and negotiations. Preparing weekly and monthly reports. Giving sales presentations to a range of prospective clients.

**PLAZA FAIR****1996 (6 Months / Contractual)**

CASHIER

- ❖ Operating cash registers, and other electronics. Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.

**PROMODISERS ACE BUILDERS****1995-1996 (6 Months / Contractual)**

PROMODISER

- ❖ Demonstrating and providing information on promoted products. Distributing product samples, brochures, flyers etc. to source new sales opportunities.

**SM CUBAO****1994-1995 (6 Months / Contractual)**

SALE LADY

- ❖ Creating business relationships, being persistent under pressure and maintaining a keen awareness of the customer's needs. Have to use people skills and self-confidence to make and meet sales goals.

**RIKIO SOUTHEAST ASIA, INC.****1993-1994(6 Months / Contractual)**

GENERAL INSPECTOR / FACTORY WORKER

- ❖ Performed inspection and selection of products that it's finished the quality standards of the products before it will be ship to the client.

**REFERENCES:****EDNA L. RASONABLE**

Business Woman

Contact No.: 0908-864-9018

**MARITINA E. PANTIG**

Business Woman

Contact No.: 0916-231-8577