

MARICRIS BASALLOTE SANTILLAN

Elizondo St. Pigcale Legazpi City

Albay, Philippines

+639913723508

krissantillan023@yahoo.com

OBJECTIVE

To find an opportunity that will allow to demonstrate that a hardworking individual who is anxious to increase knowledge, thereby becoming an asset to the company.

HIGHLIGHT OF QUALIFICATIONS

- A team player who has effective interpersonal skills
- Analytical minded, with strong attention to detail and profound ability to follow instructions
- Competent in maintaining computerized inventories and operating MS Office, Outlook and internet
- Cautious and safety-oriented approach
- Proficient in maintaining hygienic work conditions and upholding a well-organized work area
- Solid ability to maintain positive relationships with co-workers

WORK EXPERIENCE

Administrative Officer

Luzviminda Network Solutions Inc., Legazpi City, Albay, Philippines

December 2020 – December 2021

- Responsible for the day-to-day task management within the organization.
- Requires multi tasking across a range of responsibilities including scheduling, handling payroll, receiving and forwarding communications and taking care of more general clerical duties.
- Responsible for event planning as well as greeter to incoming clients.

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Quality Assurance Team Assistant

Innodata Knowledge Services Inc., Legazpi City, Albay, Philippines
January 2002 – August 2013

- Oversee the operations and completion of assigned project tasks of a team by efficiently and cost-effectively utilizing physical and human resources. To achieve timeliness in the delivery of products that conforms to customer specification.
- Initiates activities that foster teamwork and motivation in the assigned team.
- Implements and monitors plans to ensure goals and objectives are achieved.

Quality Assurance Auditor

Innodata Knowledge Services Inc., Legazpi City, Albay, Philippines
July 2000 – December 2001

- Assigned to locate errors in files and record them using the appropriate tool needed.
- Applies the project specification in checking files.
- Strives to meet the required batting average and productivity quota.

EDUCATION

BS Computer Engineering
Aquinas University of Legazpi, Legazpi City, Philippines
1993-1998

SKILLS

- Creation/delivery of reports and presentations, research and analysis
- Deadline driven
- Leadership and supervision
- Microsoft Office proficiency
- Energetic work attitude
- Organizational skills
- Initiative
- Filing systems
- Effective Communication
- Multi-tasking
- Customer Service
- Data Entry