

MENGUIA, LARA LORRAINE CORPUZ

City Address: 308 Inquimboy Street, Brgy. 44 Pasay City, Metro Manila

Permanent Address: 155 Consolacion St Raonis, Bacnotan, La Union

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EDUCATION

LORMA COLLEGES, City OF San Fernando, La Union (1995 - 1999)

Bachelor of Science in Physical Therapy

Related Coursework: Human Anatomy & Physiology, Biology, Chemistry, Physics, Statistics, Social Sciences

ST. LOUIS COLLEGE High School, City of San Fernando, La Union (1990 - 1994)

Honor Student

WORK EXPERIENCES

❖ **Accounting Staff – Biltmore Travel and Tours Corp – (March 2016 – March 2020)**

Key Responsibilities:

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with sales reports, statement of accounts and accounts receivable.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.
- Preparing payroll reports.
- Preparing payment statements.

❖ **Household worker – Doha, Qatar – (August 2021-April 2022)**
– **Selangor, Malaysia – (March 2013-July 2013)**
– **Al Ain, United Arab Emirates – (Dec 2013-January 2015)**

- Preparing meals
- Washing dishes
- Shopping for groceries and supplies
- Vacuuming / mopping / sweeping the floor
- Dusting and wiping shelves and other furniture
- Cleaning the toilet / rooms / windows
- Doing the laundry and ironing
- Making beds
- Watering plants
- Washing car
- Babysitting
- Elderly-caring

❖ **Production Associate– Juken Sangyo Phils–Subic Bay Metropolitan Authority (August 2004-March 2008)**

Key Responsibilities:

- Switch on equipment at the start of shifts and switch off equipment at the end of shifts.
- Schedule regular equipment and tool maintenance and schedule repairs when needed.
- Order materials needed for production.

- Evaluate staff performance and organize training as needed.
- Evaluate the quality of end products.
- Ensure that the workspace is clean and neat.
- Keep a record of work orders.
- Ensure that health and safety laws are followed.

❖ **Administrative Assistant, Job Order-Municipal Social Welfare Development(January 2015-December 2015)**

Key Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail

❖ **Machine Operator-Taipei Taiwan-Eiso Enterprises Co Ltd.(April 2000-August 2003)**

Key Responsibilities:

- Reads and interprets Process Assembly Instructions
- Responsible for daily operator level preventative maintenance
- Adjusting and setting up wave solder machine per assembly/ work order
- Monitoring pieces through the entire process
- Inspect PCB's for solder quality and cleanliness to ensure that process is compliant
- Knowledge of circuit board assembly – preferred
- Perform equipment/product changeover
- Knowledge of appropriate safety precautions and procedures
- Knowledge of fundamentals of mechanics
- Follow ESD guidelines principles
- Responsible for maintaining cleanliness and organization of work area
- Provide assistance to Manufacturing Engineering with continuous improvement initiatives
- Responsible for the quality and accuracy of own work
- Other duties as assigned

SKILLS / INTERESTS

Activities: Physical Therapy, Housekeeping, Accounting, Payroll

Computers: Microsoft Office (Excel, Word),

REFERENCES

Can be provided upon request.

I hereby certify that all information stated above are true and correct.

LARA LORRAINE CORPUZ MENGUITA
Printed Name and Signature