

ROSALIE GARCIA ATIENZA

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OBJECTIVE

To obtain a position that fits my qualification and which would allow me to share my experiences and where I could enhance and give the best of my ability and knowledge.

EDUCATION

Bachelor of Science in Information Technology

International Electronics and Technical Institute

Alabang, Muntinlupa City

SY: 2008 - 2012

SKILLS

- Computer Literate (MS WORD, EXCEL, POWERPOINT, XP, ACCESS)
- Can lead and handle the production line
- Expert in achieving high levels of multi-tasking by remaining focused goal-oriented
- Focused and driven to always meet deadlines and targets as required
- Can lift 20 kilograms of product
- Can work in any different kind of fields
- Can communicate and work well with others

WORK EXPERIENCE

Ready Made Meal/Production Worker

December 20, 2020 - July 12, 2022

Rainbow Farm

Fukui-Ken, Japan

Job Descriptions:

- Operate different kind of machine in the production area
- Make instructions and lead the production line
- Cooking Japanese Menu and prepared into a meal box.
- Making Sushi and Labeling the product
- Cutting and cleaning the products before proceed the cooking
- Preparing the vegetables and ingredients then wrapped it using machine wrapped
- Lift 20 kilograms of all products of company
- Check all the checklist and record the temperature in the production area
- Cleaning all the machines, production area, sushi area, vegetable area after the working hour

Printing Box/Machine Operator

January 19, 2018 - December 15, 2020

Tsubonoya Shigyo
Tochigi-Ken, Japan

Job Descriptions:

- Operate the machine of the production area
- Print the tissue box design
- Align the cutter machine to cut the tissue box
- Lift 20 kilograms of Glue and put it in the machine
- Inspect the tissue box if have a defect
- Packed and put the tissue box in the Pallet
- Cleaning the machines and the production area after the working hour
- Check the checklist and record the daily work.

Machine Operator

April 29, 2014 – April 14, 2017

Advanced Semiconductor Engineering, Inc. (Chungli Branch)
Chungli, Taiwan

Job Descriptions:

- Operate different kind of machine in the production area
- Check all the materials especially the epoxy of machine before and after running the machine
- Cleaning and inspect all the machines and working area before proceed the work
- Inspect the processed product using a microscope to make sure it doesn't have defects
- Handle the materials and distributed in another operator
- Check the remaining materials and processed material if it's the same on the total of product.
- Fixed and maintained the machines if have a troubleshooting or problem

Data Encoder

June 21, 2013 – December 21, 2013

CCK CITY NETWORK, INC.
Mandaluyong City, Philippines

Job Descriptions:

- Encode the Land Title Information of Customer
- Receive the data and analyze the costumer information
- Checking, sorting and finalized the costumer information before sending to supervisor

Data Analyst

October 3, 2011 – August 3, 2012

Team Data Specialist, Inc.
Alabang Hills, Muntinlupa City, Philippines

Job Descriptions:

- Analyze and Encode the Japanese Information Using Japanese Language
- Checking and record the examination of Japanese Student

CERTIFICATES OF PROFICIENCY

- Microsoft Windows XP Professional
- Microsoft Excel 2003 Core and Expert Level
- Microsoft Word 2003 Core and Expert Level
- Microsoft PowerPoint 2003
- Microsoft Access 2003

CERTIFICATES OF TRAINING

- Pilot Test on the IT Passport Certification Project
- Human Resource Training for Human Quality Service
- SUSE Linux Enterprises Server 10
- SAP Enterprise Resource Planning

PERSONAL INFORMATION

Gender:	Female
Age:	31
Date of Birth:	March 28, 1991
Place of Birth:	Sariaya, Quezon
Nationality:	Filipino
Religion:	Roman Catholic
Civil Status:	Single
Height:	5'2
Weight:	58 kg.
Father's name:	Rodrigo Mayuga Atienza
Occupation:	Farmer
Mother's name:	Elena Untalan Garcia
Occupation:	House Wife
Language Spoken:	Tagalog, English, Mandarin and Japanese Languages

CHARACTER REFERENCES

Krisnah Fujimoto	Eduardo Evangelista
08015649715	021664227
Rainbow Farm	Blaster Painter
Fukui-Ken Japan	New Zealand

I hereby certify that the above information is true and correct to the extent of my knowledge and belief.

ROSALIE GARCIA ATIENZA
Applicant's Signature