

STEPHANIE B. AQUINO

11-E Maayusin Ext. Brgy. San Vicente, Diliman, Quezon City

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CAREER OBJECTIVE

To be a part of company that indulges professionals growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

WORK EXPERIENCE

Assistant Supervisor – Sales Admin (June 2021 to Present)

Company: BG Filmaco Venture Corp. (Sta. Mesa, Manila)

- Information of tracking system
- Record keeping
- Receiving calls from clients regarding concern
- Helping customer to place order

Sales Staff Admin (August 2019 to May 2021)

Company: BG Filmaco Venture Corp. (Sta. Mesa, Manila)

- Responsible for receiving calls, data filling, assisting sales agent and client regarding concern, doing quotation for clients.

ACADEMIC BACKGROUND

TERTIARY (2015-2019)

Mary the Queen College of Quezon City

BS Business Administration major in Human Resource Development Management

SECONDARY (2009-2013)

Quezon City High School

PRIMARY (2003-2009)

San Vicente Elementary School

TRAINING AND SEMINARS ATTENDED

"Training Workshop on Personality Enhancement and Gender Sensitivity"

March 5, 2018 at Mary the Queen College of Quezon City

"Stronger Leadership through effective intelligent Advocacy towards a healthy society"

August 13, 2016 at Mary the Queen College of Quezon City

"The Imperative of Choosing your most Appropriate Major in Business Administration"

October 3, 2016 at UP Campus, Diliman, Quezon City

"RA. 9163-NSTP-MQCST"

March 29, 2016 at Tanay Adventure Camp., Sitio Lanay, Tanay Rizal

EXTRACURRICULAR ACTIVITIES

QC Small Business Dev. And Promotion Office – Admin Department

Intern (January 30 – March 15, 2019)

Adenip Inc. – HR Department

Intern (December 5- January 25, 2019)

PERSONAL PROFILE

Birth Date: February 5, 1997

Birth Place: Quezon City

Civil Status: Single

Height: 5'0

Religion: Roman Catholic

Father's Name: Salvador Aquino

Mother's Name: Maria Aquino

Citizenship: Filipino

I hereby declare upon my honor that all information in these Curriculum vitae is to the best of my knowledge to be true and accurate.

Stephanie B. Aquino