

LOVELY ORIGINAL ZAPATA



ABOUT ME

I am confident in my ability to make anything I put my mind to succeed. I work quickly, positively and efficiently because I love what I do. I am extremely motivated and a great manager of time. I learn swiftly and I have a strong analytical skills.

SKILLS

Superior organizational skills
Virtual assistant skills
Excellent Communication skills
Tech savvy
Multitasking

CONTACT

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EDUCATION

SYSTEMS PLUS COLLEGE FOUNDATION
City of San Fernando Pampanga
Caregiving Course (May 2022 ~ present)

BULACAN STATE UNIVERSITY
Malolos, Bulacan
1997~2001 | Bachelor of Secondary Education major in
Mathematics

ASSUMPTA TECHNICAL HIGH SCHOOL
Sta. Monica, San Simon, Pampanga

EXPERIENCE

2005 ~ 2019 **MACHINE OPERATOR in SOUTH KOREA**

- produce and assemble products in factories.
- operate and maintain machinery.
- ensure production standards are met.
- finalize products and prepare them for shipping.
- assuring the quality of the products

2001 ~ 2005 **PRODUCTION LINE LEADER
MITSUMI PHILS. INC
Mariveles, Bataan**

- undertake both mental and physical work, including filing reports and paperwork
- helping in order completion, and managing production assembly lines
- make sure that the products produced are in good quality and meet the standard set.