

# JULIE ANN REYES MANAHAN

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SANTISSIMA TRINIDAD ST.

SAMPALOC MANILA



## OBJECTIVE

To able to occupy a position that will best suits my capabilities based on my education and work experience in a company that provides training and career growth opportunity to employees.

## WORK EXPERIENCE

**Position** : **Sales Communication Officer**  
**Duration** : June 18 2018 – up to Present  
**Company** : **WUNDERKIND MARKETING ENTERPRISES AND SERVICES, INC.**  
**Location** : Makati City, Phil.  
**Job Description** : Taking phone calls / Email / Product Inquiries, Inventory and Admin Works

**Position** : **Wedding and Events Head Coordinator**  
**Duration** : Oct.12,2017 – Feb.15,2020  
**Company** : **SIMPLE JOYS WEDDING AND EVENTS**  
**Location** : Bacoor Cavite  
**Job Description** : Prepare the Couple to the Ceremony and Assist them to the whole program in the Reception.

**Position** : **Cleaning Foreman**  
**Duration** : April 29, 2010 – Nov.12,2015  
**Company** : **UNION COOPERATIVE SOCIETY**  
**Location** : Dubai, UAE  
**Job Description** : Responsible for maintain the cleanliness and orderliness of the Hypermarket. Monitor the supplies / chemicals and all machines for cleaning and check the different task assigned by areas. Motivate the subordinates by working as role model to them.

**Position** : **Quality Assurance Staff**  
**Duration** : June.28 – Dec.23,2000  
**Company** : ***JAPAN AVIATION ELECTRONIC PHIL . INC.***  
**Location** : Gen.Trias.Cavite Phil.  
**Job Description** : Examine the product carefully and ensure that it qualifies the quality standards set forth by the Company as well as the International Quality Standard.

**Position** : **Production Operator ( Machine and Wiring )**  
**Duration** : Oct.25,1999 - April.19,2000  
**Company** : ***MITSUBA PHIL.CORP***  
**Location** : FCIE Langkaan, Dasmарinas, Cavite Phil.  
**Job Description** : Operate production machine. Ensure that the machine always maintained and always in good working condition to maximize production.

**Position** : **Production Operator ( Machine and Wiring )**  
**Duration** : Feb. 17 – Nov.16,1997  
**Company** : ***NIPPON ANTENNA PHIL. INC.***  
**Location** : FCIE Langkaan, Dasmарinas, Cavite Phil.  
**Job Description** : Operate production machine. Ensure that the machine always maintained and always in good working condition to maximize production.

## **EDUCATIONAL ATTAINMENT**

**Vocational** : TESDA Caregiving NC II  
Duration 786 Hours

**Secondary** : Alternative Learning System  
Department of Education  
Manila, Philippines  
2015 – 2016

**Primary** : Dasmарinas Elementary School  
Dasmарinas, Cavite, Philippines  
1986 - 1992

## **TRAININGS**

- Geriatric Massage Training
- Standard First - Aid and Basic Life Support-CPR with AED Training

## **SUMMARY OF QUALIFICATION**

- Able to work independently or with minimal supervision.
- Flexible and able to work long hours.
- Respects and obeys superiors.
- A Team player and cooperative.
- Has a good interpersonal and communication skills.

## **PERSONAL DATA**

**Height** : 5'2ft  
**Gender** : Female  
**Civil Status** : Married  
**Religion** : Catholic  
**Birthday** : September 17, 1979  
**Birth Place** : Manila  
**Citizenship** : Filipino  
**Language** : Tagalog/English

*I hereby certify that the above information are true and correct to the best of my knowledge and belief.*

  
**JULIE ANN R. MANAHAN**