

Liezel G. Balmes



About Me

I am strongly focused with the ability to complete task accurately in a fast-paced environment. Driven, keen to details and hardworking individual. A people-oriented leader to build rapport and improve morale of team members.

Personal Details

Date of Birth
July 23, 1980

Nationality
Filipino

Marital Status
Single

Contact Details

Address
601 Caybiga, Caloocan
City, Philippines

Cellphone Number
+639 2080 10049

Email
lzlbalmes@gmail.com

Education

Bachelor in Business
Administration
Major in Marketing
Polytechnic University of
the Philippines
Manila, Philippines

Skills

Computer proficient
(MS Office, Adobe Photoshop
and Illustrator)

Customer service oriented
Leadership

Experience

Industrial Welding Corporation
Valenzuela City - Philippines
January 2021 - January 2023

Admin Clerk

- In-charge in monitoring of flux and wire inventory for welding rod production.
- Assist in preparation of documents for importation of raw materials for the production of welding electrodes.

JO-ES Publishing House, Inc.
Valenzuela City - Philippines
January 2018 - December 2020

Promotion and Advertising Supervisor

- Overall in-charge in conceptualizing, administrative, and technical functions of the department.
- Handle the digital marketing and other promotional activities of the company.

June 2016 - January 2018

Editorial Assistant

- In-charge in proofreading and fact checking of articles in book
- Review manuscripts for any errors from the author.

Mega-Jesta Prints, Inc.
Valenzuela City - Philippines
January 2016 - June 2016

Customer Service Assistant

- Deliver information about company's product offerings, processing of orders and transactions.
- Provide proactive customer outreach by collecting and analyzing customer's feedback.

Topspot Multi-Purpose Cooperative
Quezon City - Philippines
April 2010 - July 2015

HR Supervisor for Admin and Benefits

- Administer and coordinate human resources program with primary emphasis on employment and employee relations.
- Communicate and interpret cooperative policies and procedures.

Institute for Foreign Studies, Inc.
Makati City - Philippines
October 2007 - April 2010

Administrative Assistant

- Responsible in clerical tasks to ensure the staffs communicate and work efficiently.
- Handle administrative request and queries from the manager.

Scholastic Book Fairs, Inc.
Makati City - Philippines
September 2003 - May 2007

Book Fair Supervisor

- Facilitate coaching and training to ensure they comply to the standard operating procedure of the book fair.