

# SHIRLEY ARIBE

ADMINISTRATIVE ASSISTANT

## CONTACT ME

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 shirleyaribe@gmail.com

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Tagum City, Davao del Norte,  
Philippines 8100

## EDUCATION

**BACHELOR OF SCIENCE MAJOR IN  
FOOD TECHNOLOGY**  
CENTRAL MINDANAO UNIVERSITY  
2013 -2018

**BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION MAJOR  
IN BUSINESS MANAGEMENT**

LAAK INSTITUTE FOUNDATION INC.  
2008 -2009

## SKILLS AND STRENGTHS

- Computer Literacy
- Project and Operations Management
- Marketing Strategy and Research
- Photo Editing
- Video and Music Editing
- Fast Learner
- Time Management
- Problem-Solving
- Strong Communication
- Event Organizing
- Creative Spirit

## WORK EXPERIENCE

Executive Assistant

**ANGELINA'S GOLD ONLINE SHOP | TAGUM CITY, PHILIPPINES**  
May 2021 - Present

- Monitor social media account
- Create Sales Inventory Daily
- Receiving payments and issuing receipts
- Generate monthly financial statement
- In charge of documents for annual business renewal
- Organize meetings and attend events
- Arrange daily schedules of activities

Marketing Assistant

**KC'S CUPS AND CONFECTIONS | STO. TOMAS, PHILIPPINES**  
February 2020 - April 2021

- Create marketing strategic planning
- Help in other accounting responsibility such as monitoring employee's account
- Create weekly schedule of duty
- Attend important seminar
- Meet and transact with suppliers

Area Supervisor

**DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT REGION XI | TAGUM CITY,  
PHILIPPINES**

October 2019 - January 2020

- Monitor Enumerators in the field
- Checks daily accomplishments of Enumerators during survey
- Conduct random survey in the field with the Enumerators
- Consolidate reports after the survey in every assigned locations

## LANGUAGE SPOKEN

English	Native
Filipino	Native
Korean	Beginner
Japanese	Beginner

## MOST PROUD OF

I am most proud of my work integrity and being respectful to everyone.

With these two factors, I can say that I became successful in my chosen path. Wherever and whenever life would be, these will remind me to always keep my feet grounded. To work with full honesty and being professionally responsible in every decisions will create a harmonious work environment for me.

## LIFE'S MOTIVATION

I would love to work overseas because I sincerely know that me and my family will have a better future living and working in Canada. And I just want to help putting a shelter for elderly in my town in Philippines.

## WORK EXPERIENCE

Quality Assurance Officer

**LINKAGE FOODS VENTURE CORPORATION | DAVAO CITY, PHILIPPINES**

July 2018 - May 2019

- Responsible for monitoring and inspecting raw materials
- Developing standard procedures in producing good quality food product
- Conduct physical, chemical and microbiological test for food products
- Create inspections from raw materials to finished products
- Monitor quality procedure in the production facility

Accounting Clerk

**LAAK MULTI-PURPOSE COOPERATIVE | SAN ISIDRO, PHILIPPINES**

November 2009 - April 2013

- Create computerized daily report of sales
- Help in other accounting responsibility such as monitoring employee's and member's account
- Create consolidated monthly financial report
- Monitor inventory
- Create and send letters for members with accountability

## REFERENCES

**MS. RALNA MAE Y. MACASA**

Owner

KC's Cups and Confections

Sto. Tomas, Tibal-og, Davao del Norte, Philippines

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**MS. JENNIFER A. LOPEZ**

Owner

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