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Personal Profile:

- Birthday: October 15,1988
- With Philippine Non-Professional Driver's License
- Easy to work with
- Can work under minimum supervision
- Superior communication skills
- Responsible, disciplined and fast learner
- Well-travelled
- Street smart

Skills:

- Knowledgeable in Microsoft applications
- Knowledgeable in advanced computer applications like HTML, Page Pro, Citrix etc.
- Experienced in computer troubleshooting, networking and maintenance
- Knowledgeable in print production, photography, print and media layout and design
- Knowledgeable in Commercial Print and Media operations
- Experienced in Social Media advertising, marketing and sales
- Experienced in basic Konica Accuriopress 3070/3080 machine troubleshooting

Work Experience

1. **Purser Printer, Royal Caribbean Group** (July 19, 2015 – Present)
 - Responsible for preparing and printing of on board materials such as Cruise compass, daily planners, Seapass Cards and all printing needs for guest and crew use.
 - Responsible for layout and design of on board materials based on SQM guidelines and standards.
 - Overlooking the overall operation of the Printshop under the supervision and guidance of Guest Services Manager.

2. **Process Analyst – Closing Inbox Management, Incenter Solutions LLC. Philippines Branch** (September 22, 2020 – June 7, 2021)
 - Review the completeness of the submission package and input all required fields in an accurate and timely manner;
 - Upload and index loan documents by ensuring that all documents were properly filled-out and were correctly categorized;
 - Verify licenses of Mortgage Loan Originators and Loan Origination companies;
 - Complete required disclosures and generate and mail all disclosure packages to the loan applicant within the designated timeframes;
 - Confirm all needed vendor-generated reports have been ordered and processed, including Credit Report, DU Findings and Appraisal Report and SSN Verification and 4506-T for Underwriting;
 - Perform quality assurance audits to ensure compliance with investor and agency requirements, including the reverification of borrower information, such as property eligibility, qualifying income and debt ratios, valuation and other documentation, entered into the Loan Origination System.
 - Contact Reference: Mariel Rueda Layug - Manager

3. **Account Manager, Tumbzap Printhouse** (May 22, 2013 – May 21, 2015)
 - Responsible for all client communications, conflict resolution and compliance based on clients deliverables.
 - Responsible for meeting sales quotas by seeking out prospective clients and/or developing business ideas for existing/returning clients
 - Reviews all deliverables including but not limited to marketing collateral, business proposals etc. to ensure that quality standards and client expectations are met.
 - Contact Reference: Ms. Yohanne Ibo Zapata, Proprietor
0917-836-8369 | (02) 505-0836

4. **Freelance Marketing and Sales Manager, Zipress Publishing** (January 2008 – May 3, 2013)
 - Responsible for seeking clients and meeting sales quotas
 - Responsible for creating marketing campaigns using the internet and targeting social media networks
 - Contact Reference: Ms. Mariclaire Tumbali (Deceased)

5. **Freelance Marketing and Sales Manager, Junior Layout Artist, PoshThemes Design and Print Solutions** (from June 2009)
 - Responsible for seeking new entrepreneurs looking to sell their products online
 - Create marketing strategies for internal and clients use
 - Design and layout products such as invitations, business cards, gift cards, product tags
 - Encode and design Multiply websites
 - Contact Reference: Ms. Yohanne Ibo Zapata, Entrepreneur
0917-836-8369

6. Document Specialist, RR Donnelley and Sons Philippines

(January 10,2011 – June 10 , 2011)

- Generation, Extraction and handling of financial documents for U.S Securities and Exchange filing
- Layout documents based on U.S SEC guidelines
- Generation of reports, checking of financial conflicts
- Contact Reference: Mr. Carlito Esmero, Department Head

Educational Attainment:

Elementary: Pasig Catholic College, 2002

High school: Pasig Catholic College, 2006

College: University of the East, 2009 (Undergraduate)

La Consolacion College Manila, 2014 (Graduate)

Bachelor of Science, Major in Information Technology

Job Description / Tasks

Purser Printer

- Create template/files weekly for the daily guest Cruise Compass and Daily Offers
- Coordinate with divisional supervisors and managers for revisions, possible changes and queries before printing the Cruise Compass and Daily Offers
- Print and layout collateral for all divisions
- Load compass shells, shore excursion form cover shell and other paper stocks on the machines for printing
- Run jobs using Ryobi 3200CD offset printing machine for volume jobs
- Print smaller quantities using Riso MZ790u duplicating machine
- Make polyester plate for offset printing using Xante Platemaker
- Cut business cards and paper stocks based on requested sizes for printing using Triumph4815 cutting machine
- Fold collateral using Baum Folding Machine
- Organize all chemicals and inks used on a daily basis
- Keep track of all Print shop inventories, ordering and consumption
- Clean and maintain the good running condition of the machines
- Printing and verifying Seapass Cards for future guest use

For DG3 ships

- Print all collateral on Konica Accuriopress 3070/3080
- Cut and load paper on machines. Ensuring all machines are ready for production
- Collaborate with Communication Manager to produce quality prints and on a timely manner
- Assist Communication Manager with ensuring that inventories are at par and consumables and parts are always available.
- Troubleshoot minor machine errors