

# Eva Dorin D. Toraga

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Hardworking and Passionate job seeker with strong organizational skills, Looking for challenging positions in reputable establishments where I can apply my experience, knowledge and skills and where I can play a successful role. I have Good interpersonal skills, hardworking, patient and flexible.

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## Work Experience:

### **2018-03 - 2019-05      Cleaner**

Fiona Hospitality Services WII

- Used time management and efficient cleaning methods to meet the deadlines.
- Organized and used industrial cleaning products following strict and safe procedures.
- Emptied trash cans and transported to collection areas.

### **2016-10 - 2017-04      Cleaner**

Alnjm Alsataa Cleaning and Hospitality Services

- Ordered and stocked cleaning supplies based on current workload and upcoming jobs.
- Maintained cleanliness of restrooms by washing down and properly sanitizing walls, floors and toilets.

### **2012-03 - 2015-04      Manual Assembly (kitter)**

Crestec Philippines

- Cleaning the table, making sure the table is empty for excess parts.
- Ordering items, receiving, counting and preparing the manuals.
- Scanning the item to Assemble correct manuals and packaging.

**2011-06 - 2011-12      Tray ink bottle Assy**

Epson Precision Philippines

- Ordering, Receiving, Preparing and checking of the tray ink bottle
- Scanning, Checking and boxing of bottled ink.

**2009-08 - 2010-11      Saleslady/Cashier**

Pink Box Accessories

- Drives sales through engagement of customers, suggestive selling and sharing product knowledge.
- Register sales on a cash register by scanning the items, itemizing and totalling customers purchases.
- Resolve customer issues and answer questions. Bag the items purchased if needed.

**2004-10 - 2005-05      Trimmer/Packaging**

Carina Apparel

- Checking the item, cleaning by trimming excess yarn.
- Sorting and labeling of the items.
- Making sure the item is clean for packaging.

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**Education:**

**1999-07 - 2003-03      High School Graduate**

Pedro E. Diaz High, Putatan Muntinlupa City, Philippines

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**Training Certificate:**

**2022-08 - 2022-11      Housekeeping NCII (TESDA)**

Lakewood school of Alabang, Philippines

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**Language:**

Tagalog / English