

ELWIN JOYCE V. BRAVO

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HongKong

PROFESSIONAL PROFILE

WORK EXPERIENCE

EMPIRE MACARONS (Sales lady/service crew) 11/2010 - 09/2014
Festival Muntinlupa Alabang, Philippines

1. Selling dessert and daily inventory at the store
2. Encoding the voucher at the office for the macaron's buyer every weekends
3. Serving and assisting a catering on event

CDO foodsphere (Merchandiser) 12/2014 – 03/2017
Jayniths/Rustans Supermarket Pasig City, Philippines

1. Selling, report and inventory the stocks in the store every day
2. PO the damage product and report

OFW in China (Private tutor/office cleaner) 03/2017 - 07/2022
Shanghai, Mainland China

1. Helping the kids with their homework and activities
2. taking care of them, playing and reading books
3. Help them in all subject areas, be with them in sports.
4. Cleaning in the office of my boss when twice a week

Cyberage Constructions Corporation (HR Associate) 09/28/2022 - Present
Makati City

1. End to End Recruitment Process
2. Provide support to other functions as required
3. Handling phone calls, scheduling and letter writing/preparation of documents
4. BIR encoding
5. Finding prospective workers and Engineer
6. Maintain individual Employee Contracts including all necessary requirements
7. Making a disciplinary action to the employee

8. Answering phone calls and email queries
9. Finding a prospective engineers and workers
10. Processing the Philhealth of indigent workers
11. Job advertisement in social media (facebook, jobstreet & indeed)

CORE SKILLS

- * Genuin work, time management
- * Computer Literarte, knowledgable in excel

EDUCATION

PRIMARY:	Arinda elementary school Brgy. Arinda Taytay Rizal (Diploma)	2005 – 2006
SECONDARY:	Antonio C Esguerra Memorial National High School Brgy. Taytay Rizal (Diploma)	2008 – 2009
TERTIARY:	Infotech Institution of Arts and Science Information Technology (Undergrad) Kapasigan, Pasig City	2011
	Pamantasan ng Lungsod ng Pasig Bachelor of Science in Computer Science major in Programming (Undergrad) Alkalde Jose St., Kapasigan Pasig City	2011 - 2013
	Arellano University Bachelor of Arts in Psychology (Graduate) 2600 Legarda St., Manila Philippines	2021-2022

CERTIFICATE

a. SMART Android Apps Development for Beginners	Feb to Mar. 21, 2021
b. Providing Housekeeping Service	Mar. 1 to 19, 2021
c. Certificate in Commerce and Business	Jan. 4 to Feb. 18, 2021
d. TESOL certificate	Nov. 2021
e. Introduction to Food Processing	Oct. 30, 2022
f. National Certificate II (nc2) in caregiver	May. 5, 2023

CHARACTER REFERENCE

Ilynneth Alido Accounting Staff CyberAge Construction Corp.	Contact #: 09551100623
Jay Mark fetalvero Office Engineer CyberAge Construction Corp.	Contact #: 09151468607

I hereby certify that the information above is true and concerned to the best of my knowledge and belief.

Elwin Joyce V. Bravo