

ANGELA MAE M. MAGLASANG

Purok Tambis, Proper Yati, Liloan, Cebu – 6002

+639912131388 or (032) 344-6863

maeangelamaglasang9@gmail.com

HOLLAND ACRES INCORPORATED

Newmarket, ON

Attention: Hiring Committee,

I am excited to submit my application for this Farm Labourer position at Holland Acres Incorporated. I am currently looking for a job when I saw your post online at Job Bank that your firm has vacancies and after comparing the responsibilities to my own skills and interest, I jumped at the chance to apply.

I believe my 5 years' experience as Secretary have allowed me to develop the critical skills needed to excel in this position. I am confident that my skills, flexibility and experience in my studies could make a great contribution in your firm. I am also willing to do extra work that you will give to gain more experience.

I am hardworking, flexible and a quick learner person. I am ready to do any job and can adopt to any job role.

I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater detail with you at your earliest convenience. My resume is attached for your review.

Respectfully yours,

Angela Mae M. Maglasang

Applicant



ANGELA MAE M. MAGLASANG

Purok Tambis, Proper Yati, Liloan, Cebu, Philippines

Telephone: +639912131388 or +639234517860

Email Address: maeangelamaglasang9@gmail.com

PERSONAL INFORMATION

Date of Birth : June 1, 1986
Age : 36 years old
Gender : Female
Civil Status : Single
Nationality : Filipino

EDUCATIONAL BACKGROUND

Elementary Level

School : Tejero Elementary School
M.J. Cuenco Ave., Cebu City, Philippines
: Year Graduated: 1999

High School Level

School : Consolacion National High School
Consolacion, Cebu, Philippines
: Year Graduated: 2003

College Level

School : University of Cebu Lapu-Lapu and Mandaue
A.C. Cortes Ave., Looc, Mandaue, Cebu, Philippines
: Bachelor of Science in Nursing - Undergraduate

OBJECTIVES AND GOALS:

To get the job done with the best of my capabilities in the shortest time possible, where I can apply my knowledge and continuing development of skill.

TRAININGS AND ACHIEVEMENTS

Philippine Association of Local Government Accountants, Inc.

8th Visayas Geographical Conference

"Sound Fiscal Management Towards Reforms in Local Governance

Bohol Tropics Tagbilaran, Bohol, Philippines

September 18 – 20, 2013

Philippine League of Secretaries to the Sanggunian, Inc.

Barangay Executive and Legislative Skills Enhancement Seminar

Bohol Tropics, Tagbilaran, Bohol, Philippines

February 2014

WORK EXPERIENCES

Period of Service

Name of Company / Job Description / Position etc.

Position:

S-G-B Contractors Co.

Company Secretary

201 Greenview Village, Yati, Liloan, Cebu, Philippines

July 10, 2015 – Present

Duties:

- * Answer calls and assist manager's meeting
- Maintaining and arranging appointments
- Typing, preparing and collating reports
- Preparing billings and payrolls for the workers
- A multi-tasking job and prioritizing work loads

Position:

Yati Barangay Hall (Government Office)

Project:

Barangay Records Keeper

Proper Yati, Liloan, Cebu, Philippines

August 2012 – June 2015

Duties:

- * Keeping barangay records and files
- Preparing necessary documents such as disbursement vouchers and purchase order
- Perform command such as add, edit and save information

Position: **Production Associate**
Project: **Innodata XML Content Factory, Inc.**
HVG Information Technology Park
Subangdaku, Mandaue City, Philippines
September 2007 – April 2012

Duties:

- * A multi-tasking data processing job that deals with the client Specifications output
- Editing and tagging some parts of the book
- Verifies and validates error report using validation tools program
- Perform tasks by accomplishing the result as needed timeless
- Maintains customer confidence and protects operations by keeping information confidential

Character References:

- Mila R. Bihag
HR Manager
S-G-B Contractors Co.
+639171446784
- Sheila Mae Esquilla
Administrative Officer
S-G-B Contractors Co.
+639190684173
- Janeth Facturan
Administrative Officer
S-G-B Contractors Co.
+639499967081

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

Angela Mae M. Maglasang
Applicant



Philippine Association of Local Government Accountants, Inc.

Office of the City Accountant, Navotas City, Metro Manila

SEC Registration No. CN200415172 09-24-2004

TIN : 234-152-836-000 NV

Presents this

Certificate of Attendance

to

for having attended the

8th VISAYAS GEOGRAPHICAL CONFERENCE

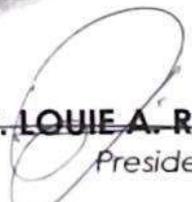
with the theme

**“ SOUND FISCAL MANAGEMENT TOWARDS
REFORMS IN LOCAL GOVERNANCE “**

*held at Bohol Tropics Resort, Tagbilaran City on
September 18-20, 2013*

Given this 20th day of September, 2013.


ARLENE RIO S. VILLAR, CPA
Vice President for Visayas


ATTY. LOUIE A. RASTICA, CPA
President

PHILIPPINE LEAGUE OF SECRETARIES TO THE SANGGUNIAN, INC.
PROVINCE OF BOHOL, PHILIPPINES

presents this

Certificate of Participation

to

Angela Mae M. Maglasang
BARANGAY RECORD KEEPER of YATI, LILOAN, CEBU

for having scholastically participated in the Barangay Executive and Legislative Skills Enhancement Seminar (BELSEM) with Strategic Planning, Barangay Electronic Records Management System (BERMAS) and Barangay Revenues Generation (BARGEN) conducted by the PLEASES, INC. through the Bohol League of Secretaries to the Sanggunian (BLESS, Inc) on February 15-18, 2014 at Water Paradise Resort, Taloto District, Tagbilaran City, Bohol, Philippines.

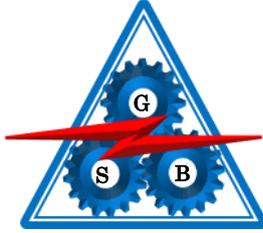
Given this 18th day of February 2014, Tagbilaran City, Bohol, Philippines.

FRUDEL P. CORTECO, LL.B.

Training Director / Author
National Chairman
PLEASES, Inc.

JENAR L. VALLOSO

President
Bohol League of Secretaries to the Sanggunian, Inc.
BLESS, Inc.



S-G-B CONTRACTORS CO.

201 Greenview Village, Yati, Liloan, Cebu
Tel. No. (032) 564 2843; (032) 238 8960
Mobile Nos. +63919 991 6229 / +63998 999 9946
E-mail address: sgbcontractorsco@yahoo.com

CERTIFICATION OF EMPLOYMENT

TO WHOM IT MAY CONCERN:

This is to certify that, MS. ANGELA MAE M. MAGLASANG, has been employed in this company as "SECRETARY" from July 10, 2015 to present in our Head Office at Purok Tambis, Proper Yati, Liloan, Cebu, Philippines.

During the said term, she has proven herself to be efficient, flexible and capable in her line of work and whatever duties that is assigned to her.

This certification is issued upon the request of Ms. MAGLASANG for whatever legal purpose it may serve him best on this 10th day of August 2022.

Sincerely yours,

MRS. MILA R. BIHAG
HR Manager



Innodata XML Content Factory, Inc.
HVG Information Technology Park
Subangdaku, Mandaue City 6014
Tel. No. (63)(32) 230-7000

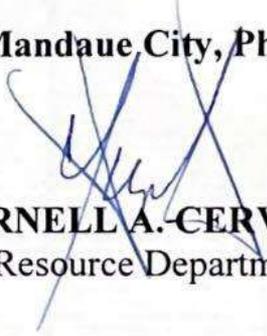
CERTIFICATION

To Whom It May Concern:

This is to certify that **ANGELA MAE M. MAGLASANG** was employed by Innodata XML Content Factory, Inc., as a **Production Associate** in the **Production Department** under the Content Supply Chain Project. She was a Project-based employee from September 11, 2007 up to April 10, 2012.

This certification is issued upon the employee's request for Employment purposes. This is also to certify that the above employee has been cleared from his/her liabilities.

Issued this 26th day of May, 2012 at Mandaue City, Philippines.


CORNELL A. CERVANTES
Human Resource Department Manager