



# KAREN VILLANUEVA

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No. 11, Minghu 5th St., Baoshan Township, Hsinchu County 30842, Taiwan R.O.C

## CAREER OBJECTIVE

- To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.
- Looking for opportunities to incorporate my skills and training to help the company grow.

## PROFESSIONAL EXPERTISE

- Exceptional creativity
- Negotiation
- Knowledgeable in Adobe Photoshop
- Skilled Collaborator
- Critical Thinking
- Active Listening
- Microsoft Dynamics
- Rapid and Adaptive
- Solution Oriented Professional

## ACADEMIC EXPERIENCE

### Computer Programming | 2010-2011

Isabela State University-Main Campus  
Echague, Isabela, Philippines

### Maddela Comprehensive High School | 2008-2009

Maddela, Quirino, Philippines

### Dipintin Elementary School 2004-2005

Maddela, Quirino, Philippines

## PROFESSIONAL EXPERIENCE

### Machine Operator | May 2018- Present

Powerchip Semiconductor Manufacturing Corp. Hsinchu, taiwan

- Ensure the efficient running of production, with attention to detail and safety standards
- Operates all designated machine shop equipment and hand tools skillfully
- Regularly conduct tests of the machines performance and operating capacity.



## PROFESSIONAL EXPERIENCE

### **Secretary | January 2017 - May 2018**

Need Gas Station, Santiago City, Philippines

- Liaising with relevant organizations and clients
- Document expenses, hand in reports and undertake occasional receptionist duties
- Acting as custodian of the Company's governing documents.
- Perform both business and technical duties

### **Secretary | November 2015 - December 2016**

RJS Commodities Inc., Manila, Philippines.

- Getting orders from costumers
- Handling correspondence, taking phone calls, writing reports, doing paperwork, and updating records
- Managing databases

### **Saleslady | February 2015 - July 2015**

Watsons Personal Care, Pasay City, Philippines

- Greet customers at the store and provide them with information on their required products
- Lead customers to desired shelves or aisles and assist them in locating products
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have
- Oversee the cleanliness and replenishment of shelves according to marketing and sales directives

### **Secretary | May 2012 - December 2014**

NTL Builders and Developer, Quirino, Philippines

- Effectively maintain the standard of all technical bidding documents
- Perform clerical, basic accounting and administrative duties.
- Filing of bid documents, contracts, subcontracts, and purchase orders