

MA. CHRISTINA F. DE LEON

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11-B Pineda St., Zone 2 Signal Village, Taguig City

OBJECTIVE: To commit my full potentials in a company where I know I can alleviate my knowledge and possibility for my career growth and development.

SKILLS AND ABILITIES

- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.
- Ensured accounts payable, employee benefits, inventory, and invoicing records were accurately kept and organized.
- Created and updated presentations for weekly, monthly and quarterly updates to upper management.
- Organizing and maintaining records, files, and databases
- Scheduling appointments and maintaining calendars
- Organizing office equipment and inventory
- Absorbing and disseminating information in a practical and understandable way
- The ability to effectively communicate with a wide range of people in different ways
- Clarifying complex information, both written and verbal
- Proficiency with Microsoft Office products (Excel, Word, PowerPoint)
- Ability to use a large range of email clients (Outlook, Gmail)
- Managing databases
- Using accounting software

WORK EXPERIENCES:

September 01, 2020 up to present - **ST. ANDREW'S SCHOOL**
Quirino Avenue, La Huerta, Parañaque City Philippines

Administrative Specialist/ Safety Officer

- Supporting the development policies and programs of the school
- Advising and instructing on various safety-related topics (noise levels, water inspection and fire prevention training etc.)
- Conducting risk assessment and enforcing preventative measures especially this time of Pandemic

October, 2016 – August 31, 2020 - **ST. ANDREW'S SCHOOL**
Quirino Avenue, La Huerta, Parañaque City Philippines

Admin and Finance Assistant/ Purchasing

- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Forwards available inventory items by verifying stock; scheduling delivery.

- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.

October, 2000 - 2016

- **ST. ANDREW'S SCHOOL**

Quirino Avenue, La Huerta, Parañaque City Philippines

Office Assistant

- Performs clerical jobs like encoding, photocopying, filing, etc. as required by the immediate supervisor
- Safekeeping and updates records of the department
- Prepare the necessary documents, reports and the like upon the request of the school personnel approved by the Immediate Supervisor
- Performs the work-related functions as required

August 05, 1998 – August 07, 2000

- **MITAC INTERNATIONAL**

Taipei, Taiwan R.O.C.

Line Leader / Technician

- Responsible for all components needed
- Supervising output of machine
- Checking/Testing the quality of Computer been produced
- Checking of stocks and inventory

March 1997 - July 1997

- **SWIFT FOODS, INC.**

RFM Manggahan, Pasig City, Philippine

SALES DEPARTMENT CLERK

- Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

August 1996 February 1997

- **PIZZA HUT**

Ever, Ortigas, Philippines

RESTAURANT SERVICE PERSON

- Counter Person/Assist Customer
- Handling Cash Register
- Managed daily and weekly inventory

January 1996 - June 1996

- **SWIFT FOODS, INC.**

RFM Manggahan, Pasig City, Philippines

ASSET MANAGEMENT UNIT

- Produces information by formatting, inputting, editing, retrieving, copying, and transmitting data
- Organizes work by reading and routing, collecting information and initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.

EDUCATION:

NCII

2017- 2018 : PULXAR TVI, INC.
Bayani Rd, AFPOVAI, Taguig City
Course : **Electrical Installation and Maintenance**

NCIII

2017- 2018 : PARAÑAQUE CITY OF COLLEGE
Sto. Niño, Parañaque City
Course : **BOOKKEEPING**

Graduate Study

2013 – 2016 : OLIVAREZ COLLEGE
Sucat, Parañaque City
M. A. : **MASTER OF ARTS IN EDUCATION**

College

2002 – 2006 : OLIVAREZ COLLEGE
Sucat, Parañaque City
Course : **Bachelor of Science in Commerce**
Major : Management

College

1994 – 2000 : PASIG CATHOLIC COLLEGE
Pasig City
Course : **Computer Secretarial**

RELEVANT SKILL

- Computer Literate
- Flexibility

PROFESSIONAL CERTIFICATE:

- ★ **IELTS**
December 11, 2022
- ★ **FIRST AID AND DISATER CONTROL GROUP CREATION TRAINING**
March 11, 2023
- ★ **Basic Occupational Safety & Health (BOSH)**
July 11 – July 15, 2022
- ★ **BUILDING AND FACILITIES MANAGEMENT**
August 28 – October 2, 2021
- ★ **Basic Pollution Control Officers**
PCAPI Training Room, Mandaluyong
June 17 - June 30, 2016