

JAMIE CARLA ALEJANDRO BACANI, RL



Tel	+639171649691
E-mail	Jamiebacani1017@gmail.com
Address	0668 AC Reys Street Agnaya, Plaridel, Bulacan

EDUCATIONAL ATTAINMENT:

Tertiary Bulacan State University - Malolos, Bulacan
2014-2015 Bachelor of Library and Information Science

Secondary Saint James Academy, Inc - Sta. Ines Plaridel Bulacan
2010-2011

Primary Plaridel Elementary School - Poblacion, Plaridel, Bulacan
2006-2007

TRAINING/ SKILLS:

- Food and Beverage Services
- Bartending
- Housekeeping
- Barista

LICENSE/ CERTIFICATE HOLDING:

- PRC License for Librarian
- Driving License
- Food and Beverage Services, Bartending, Housekeeping, Barista Certificate

HIGHLIGHT:

- Highly organized administrative professional with experience in a busy office doing reception duties
- A team player and work well with diverse culture and environment
- Excellent time management skills to deliver client needs or production output

WORK EXPERIENCES:

Position:	Design Quality Assurance
Company Name:	Ability Enterprises, Ltd. Co.
Address:	New Taipei, Taiwan
Employment Duration:	2022/05/24 to 2023/10/13
<p>As part of the assembly line in the manufacture of optical imaging products which integrate optics, mechanisms, and electronics, reviews the design feature after it's been developed and quality check it to determine it meets the original designed feature and expected user experience.</p>	
Position:	School Registrar-Computer Teacher
Company Name:	Colegio de Santiago Apostol/ St.James Vocational Technical School
Address:	Poblacion, Plaridel, Bulacan
Employment Duration:	March 2017–April 2021
<p>Manage students registration base on set registration procedure including enrolment and transfers</p> <p>Teach computer training covering basic concept, usage and computer softwares and applications</p>	
Position:	Nursery Teacher
Company Name:	Colegio de Santiago Apostol
Address:	Poblacion, Plaridel, Bulacan
Employment Duration:	June 2015 – March 2017
<p>Establish and enforce rules of behavior for children of nursery age and manage classroom activities including lessons, play and breaks</p> <p>Provide tools and resources for children to use and explore during learning and play activities</p> <p>Adapt teaching methods and materials to meet the interests and learning styles of children</p>	
Position:	Librarian
Company Name:	Colegio de Santiago Apostol/ St.James Vocational Technical School
Address:	Poblacion, Plaridel, Bulacan
Employment Duration:	June 2015- April 2021
<p>Order books, journals and other resources</p> <p>Catalogue and keep track of library materials</p> <p>Advise academics on available materials for their courses and promoting the library's resources</p> <p>Ensure all users can access library resources</p> <p>Respond to requests from students, staff and other library users</p>	