



AIDA Nacario

Document Controller

Contact

Address

CITY OF TALISAY, Philippines
6045

Phone

09565668770

E-mail

aidamaca219@gmail.com

Skills

Computer literate

Effective communication
skills

Interpersonal skills

Languages

English

Bilingual or Proficient (C2)

Filipino

Bilingual or Proficient (C2)

Mandarin Chinese

Elementary (A2)

To seek a career wherein my education, skills and moral values would be developed and become beneficial to the company.

Work History

2022-09 -
2024-03

Real Estate Agent

Estardo Fabulous Realty , City Of Lapu Lapu, Cebu

- Conducted comprehensive market research to provide clients with accurate information on current trends and pricing strategies.
- Maintained up-to-date knowledge on local zoning regulations, providing valuable insights to both buyers and sellers throughout transactions.
- Assisted first-time homebuyers in navigating the complex real estate process, guiding them from pre-approval to closing.
- Expanded client base through consistent networking events, maintaining a high level of customer service and professionalism.
- Advised clients on staging techniques to enhance property appearance and increase buyer interest during showings.

2020-05 -
2020-11

Departmental Document Controller

MarcVentures and Mining Corporation, Sitio Ban2x, Panikian Carrascal S.D.S.

- Assisted in the development of comprehensive Document Control Plans tailored specifically to individual projects or clients' needs.
- Safeguarded sensitive information through stringent adherence to company confidentiality policies and procedures.
- Demonstrated adaptability by quickly learning new software platforms and adjusting processes as needed to accommodate evolving project requirements or client preferences.
- Improved cross-functional collaboration by acting as primary liaison between departments for document-related needs.
- Optimized workflow efficiency by proactively identifying bottlenecks in the document management process and proposing solutions for improvement.

2018-05 -
2018-11

KG Assistant Teacher

Al Warqa Kindergarten School, Al Warqa 4 Dubai U.A.E.

- Increased student engagement by incorporating hands-on activities and group projects into the curriculum.
- Developed strong rapport with students by demonstrating genuine care for their well-being and academic success.
- Created visually appealing bulletin boards that showcased student work and reinforced key concepts from lessons.
- Participated in professional development opportunities, staying informed of best practices for teaching strategies and educational technologies.
- Enhanced students' critical thinking skills through problem-solving exercises and open-ended questions.

2018-01 -
2018-04

Waitress

The Address Hotel, Dubai Mall U.A.E

- Collaborated with team members to consistently provide efficient service during peak hours.
- Enhanced customer satisfaction by providing attentive service and promptly addressing any concerns.
- Streamlined order processing for increased efficiency through clear communication with kitchen staff.
- Consistently exceeded management's performance expectations while adhering to company policies and procedures.
- Reduced wait times for seating by efficiently clearing tables immediately after guests' departure.

2017-11 -
2017-12

KG Assistant Teacher

Al Baraah Kindergarten School, Rashidiya Dubai U.A.E

- Developed strong rapport with students by demonstrating genuine care for their well-being and academic success.
- Created visually appealing bulletin boards that showcased student work and reinforced key concepts from lessons.

- Participated in professional development opportunities, staying informed of best practices for teaching strategies and educational technologies.
- Enhanced students' critical thinking skills through problem-solving exercises and open-ended questions.

2013-11 -
2016-11

Catering Assistant/Team Leader

*Emirates Flight Catering, P.O.Box 22513 Dubai,
United Arab Emirates*

- Developed customized menus for clients based on dietary needs and preferences, resulting in positive feedback.
- Supported efficient kitchen operations by maintaining a clean and organized workspace.
- Contributed to increased sales through upselling additional catering services during client consultations.
- Handled logistics related to transportation of equipment and materials between venues, ensuring punctual arrival at event sites.
- Participated in post-event evaluations to identify areas of improvement for future catering assignments.

2009-09 -
2012-09

Quality Controller

Green Energy Technology, Taiwan

- Spearheaded efforts to establish a company-wide culture of quality, consistently demonstrating commitment to excellence throughout all aspects of work performed.
- Enhanced product quality by implementing rigorous testing procedures and protocols.
- Implemented risk management strategies to minimize potential product failures while maintaining the highest quality standards possible.
- Streamlined production processes for increased efficiency, conducting regular audits to ensure compliance with industry standards.
- Supported the development of new products by providing input on design specifications and identifying potential quality risks.

2008-09 -
2009-02

Product Engineering Inspector

Terumo Philippines Corporation, Biñan, Laguna

- Supported management in establishing risk-based inspection programs tailored to unique project needs.
- Delivered detailed reports on findings from inspections, helping stakeholders understand areas requiring attention or improvement in order to maintain regulatory compliance.
- Reduced the frequency of defects by closely monitoring production processes and identifying areas for improvement.
- Conducted regular audits of internal systems and processes to identify opportunities for optimization while maintaining high quality standards.
- Leveraged technical expertise when inspecting specialized equipment such as pumps, valves, piping systems.

Education

2008-03

Bachelor Of Arts: Political Science

University of Cebu - Cebu City, Philippines

2013-06

Vocational Course: Mandarin Chinese

Word Languages And Learning Center - Ermita Manila, Philippines

2013-07

Vocational Courses: Baking And Pastry Arts

TESDA Manila - Manila, Philippines

2013-08

Vocational Course: Cooking

TESDA Manila - Manila, Philippines

2016-07

Vocational Course : Basic Arabic

Filipino Institute - Dubai, U.A.E.

2017-02

Vocational Course: SOLAS

University of Cebu - Mambaling Campus - Cebu, Philippines

Personal Characteristics

- Self-motivated and goal oriented
- Organized, can work with less supervision
- Hardworking, honest and patient
- Willing to undergo training
- Quick learner

Training And Assessment

- HABC LEVEL 2 AWARD in FOOD SAFETY in Catering (QCF), 11/06/13
- HACCP- Hazard Analysis Critical Control Point, 06/20/16

Basic Trainings

- Personal Survival Techniques, 02/06/17 - 02/07/17
- Fire Prevention and Fire Fighting, 02/08/17 - 02/09/17
- Elementary First Aid, 02/10/17 - 02/11/17
- Personal Safety and Social Responsibility, 02/13/17 - 02/15/17

Profession

Bachelors Graduate

Personal Information

- Citizenship: Filipino
- Date of Birth: 08/12/85
- Gender: Female
- Marital Status: Married
- Religion: Roman Catholic

Certifications

Fire Fighter

Elementary First Aid

Basic Survival