



CONTACT

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SKILLS

- Employee Engagement
- Management Skills
- Customer Service and Marketing Strategy
- Computer Literacy (Microsoft Office and Excel)
- Thinking and Communication Skills

LANGUAGES

- English
- Tagalog

ACHIEVEMENTS

- **Board Exam for Criminologist**
(Lucena City
JUNE 2019)

GLODIELYN GAMIER FRANCISCO

To succeed in an environment of growth and excellence and earn a job which will provide job satisfaction and self-development and will help me achieve personal as well as organizational goals.

WORK HISTORY

HR ADMIN ASSISTANT CUM RECEPTIONIST / I.T COORDINATOR

Smart Idea Carpentry – Joinery Company in DUBAI, UAE
December 2023 to February 2024

- **Administrative**
 - Manages correspondence by answering emails and sorting mails
 - Develop and maintain filing systems and compile all the datas of the company.
 - Providing administrative support to the management.
- **Receptionist**
 - Greets and welcomes visitors. It can be on person or in phone ; answering politely on any referring inquiries.
 - Manages outgoing posts/courier and record data on special deliveries
 - Ensure office facilities are properly maintained, Coordinate maintenance and technical team.
 - Organizing monthly usage of payments of DEWA, Landline and Internet
- **HR Assistant**
 - Maintain and Encode the attendance and timesheet as well as employees overtime and submit it to HR on or before cut off.
 - Providing support to Human Resource Team and Accounts
- **I.T. Coordinator**
 - Must be the point of contact on all the IT Related transactions towards the IT Team and Employees.
 - Ensuring that their systems are properly working / Programming
 - Arranging their systems from Softwares and Emails etc.

ADMINISTRATIVE TECHNICAL ASSISTANT

Asian Marine Transport Corp – Logistics/Shipping Company
May 2021 to October 2023

- **Technical / Operational Skills**
 - Gathered , Organized and distributed technical documentations
 - Implemented system upgrades to help mitigate vulnerabilities.
 - Builds and maintains mutually beneficial relationships, securing and providing all the necessities of the ship.
 - Facilitates communications and coordinates activities among the vessel.
- **Management Skills**
 - Has hands on experience in supervising staff and addressing their disputes and contributes to employee development.
 - Established group norms that encourage my whole team to practice inclusivity.
 - Recognized each team members unique qualities and assign work that compliments their skill set.

EDUCATION

Tertiary

- Bachelor of Science in Criminology**
University of Batangas
(2014-2018)

Secondary

- High School Diploma**
University of Batangas
(2009-2013)

Primary

- General Education**
Kumintang Elementary School
(2003-2009)

CHARACTER REFERENCES

- Capt. Wilfredo F. Mazo**
Asian Marine Transport Corp.
Master Mariner / Port Captain
+63981723684
- Ms. Mehwish Shabbir**
Smart Idea Carpentry
HR Manager
+971 054 309 4313
- Ms. Charlet B. Delos Santos**
I.Clean Services – Bahrain
Operations Manager
+973 34437318

IN GATE CHECKER (February 2020 to May 2021)
(Asian Marine Transport Corp – Logistics/Shipping Company)

- Operational Skills**
 - Developed and maintained courteous and effective working relationships.
 - Participated in team projects, demonstrating an ability to work collaboratively and effectively.
 - Managed time efficiently in order to complete all tasks within deadlines.
 - Adoptable and proficient in learning new concepts quickly and efficiently.
 - Self-motivated, with a strong sense of personal responsibility and Issuance of the Equipment Interchange Report.

TRAININGS ATTENDED

- Philippine National Police
(Internship 2018)
- Bureau of Jail Management and Penology
(Internship 2018)
- Bureau of Fire Protection
(Internship 2018)

AFFILIATIONS

- University of Batangas Teatro Anino
(Member 2012-2013)
- University of Batangas ROTC Unit 401st Office
(Officer 2013-2015)
- University of Batangas Student Government
(Councilor and Governor 2016-2018)
- Professional Criminologist Association of the Philippines
(Member 2019)

SEMINARS

- Competitive Race to the Global Community Through Research (5th Research Forum)
UB Main Campus 2013
- Anti-Bombing Incident
UB Library Hall, Main Campus 2015
- Anti- Drug Campaign
UB Lipa Campus 2017
- Talk about Violence against women and Children
Barangay Cuta Multipurpose Hall 2018

PERSONAL INFORMATION

- Date of Birth :** March 16, 1997
- Place of Birth :** Batangas City
- Religion :** Roman Catholic
- Height :** 154’ cm
- Weight :** 75kg
- Passport :** P4883831C