

Application

To : Human Resources Office / Recruitment Office

Attn. : The Manager

From : Stella Marie S. Tolentino

Subject: Employment Application

Dear Sir/Madam,

I understood that you are in dire need of personnel in your esteemed organization, and I wish to offer myself as a candidate for the same. I have keen interest to apply for any vacant position which is suitable in my below qualifications wherein I can effectively discharge and perform my ability, training, profession, and experiences. Attached herewith is my detailed resume for your review and perusal.

I am Stella Marie S. Tolentino, graduated from Adamson University - Philippines, March 2003, from which university I completed my Bachelor of Science in Business Administration major in Management.

I am currently engaged as a freelance Sales Agent at a life insurance company in the Philippines.

I was also involved with reputable companies previously (with **Leonel Waste Management Corporation – Manila, Philippines**) in which I have handled three (3) years of experience in handling of monitoring trucks maintenance including spare parts, batteries, inventory, and clerical works.

I have gained considerable experience working with the International Organization, as you will note in my resume. I believe that I have developed the ability to handle the more difficult and responsible work that would be required in your company.

If you think that I might be a likely candidate for your company, please feel free to contact me, at your convenience. I can be reached through my contact numbers supplied below.

I hope that my qualification met your criteria and could be of interest to you. I look forward for any positive development of my application from your end soon. More power to you and God bless.

Respectfully yours,


STELLA MARIE S. TOLENTINO
Mobile No.: 056-3186981
Email: siena88siena@gmail.com

Resume of:

STELLA MARIE S. TOLENTINO

Address: Al Barsha near Mashreq Metro Station

CONTACT DETAILS:

Mobile No. : 0563186981

Email Address: siena88siena@gmail.com



OBJECTIVES :

To enhance and to practice any knowledge with regards to my profession and to seek for advancement and opportunity that offers long term of employment with challenging and rewarding career where any skills and knowledge may be applied.

QUALIFICATIONS :

- Computer Literate
- Friendly, outgoing, and personable with well-developed inter personal skills
- Versatile and resourceful
- Conscientious and detail oriented; reputation for dependability, integrity, and professionalism
- Willing to assume responsibility; self-motivated
- Well-organized, hardworking

EDUCATIONAL BACKGROUND :

Educational Level : Bachelor/College Degree
Education Field : Business Administration
Course : Bachelor of Science in Business Administration [Major in Management]
School/University : Adamson University
Date : June 1998 - March 2003

WORK EXPERIENCE:

LEONEL WASTE MANAGEMENT CORPORATION

Quirino Avenue, Malate, Manila

Waste Management System

Position : Maintenance Clerk / Battery Custodian
Duration : December 02, 2020 – October 31, 2023
Job Description : Waste Management

Duties & Responsibilities

MAINTENANCE CLERK

- Update daily reports at Manila Job Order Monitoring in excel file
- Accomplish report details in Job Analysis Sheet, checked and attached work order print out & Parts Issuance Slip
 - Job Analysis signed by Chief Mechanic – attached to Ledger from Inventory Officer (Sales Invoice). Make a copy of Job Analysis sheet to be forwarded to Maintenance Manager's Secretary
 - All accomplished Job Analysis Sheet must be signed by Chief Mechanic & Operations Manager
- Update Truck Repair Log book – insert Job analysis sheet serial number
- Accomplish Parts Requisition Form for supplier & from stock - daily order
- Prepares PR, make work order number, encode item at fleet soft for monthly scheduled PMS

- Prepares PMS checklist to be filled up and signed by Mechanic, attached work order print out and parts issuance slip for Operations Manager signature
- Assist Maintenance Secretary and Inventory Officer in all aspect
- Officer in Charge in case of absence of Maintenance Secretary

BATTERY CUSTODIAN

- Secure accurate and complete details of Battery Monitoring Database in excel file.
- Monitor inventory of batteries – currently installed and old batteries for disposal
- Prepares Battery Requisition Slip and Issuance Slip upon installation of Electrician.
- Received, checked and engraved truck number & delivery date of new batteries.
- Prepares Monthly report (purchases and transfer stock) then email to DOS
- Prepares Battery Disposal Form and list to be disposed.
- Prepares Incident Report, Investigation Report if needed.

NUSCA COVENANT DIAGNOSTIC CENTER

Sto. Tomas, Batangas

Position : Administration Staff / Receptionist
Duration : June 1, 2018 - December 22, 2018
Job Description : Clinical Laboratory

Duties & Responsibilities

- Assist Marketing Officer to find new clients for on-site operations.
- Handles payroll and cashier duties, process bank transactions from clients payment received
- Attend and screen all incoming calls, entertains queries from various patients/customers on information concerning their appointment etc. or refer to the concern personnel to resolve related issues satisfactorily.
- Assist in the compiling of patients records and distribution of laboratory test results.
- Issuance of office supplies and other stationeries supply inventory to all departments, and office coordination including the paper works.
- Assist/Inform customer/patient about their appointment.
- Perform other related duties as required by the management.

AI AHMADANI DENTAL CLINIC

Doha - Qatar

Position : Receptionist
Duration : July 22, 2014 – August 31, 2014
Job Description : Medical & Dental Services

Duties & Responsibilities;

- Attend and screen all incoming calls, Entertains queries from various patients/customers on information concerning their appointment etc. or refer to the concern personnel to resolve related issues satisfactorily.
- Assist in the compiling of patients records and distribution of laboratory test results.
- Issuance of office supplies and other stationeries supply inventory to all departments, and office coordination including the paper works.
- Assist/Inform customer/patient about their appointment.
- Perform other related duties as required by the management.

ALDER OPTOMECHANICAL CORPORATION

#171 Tianjin St., Pingzhen City, Taoyuan, Taiwan, R.O.C.

Position : Assembly Operator of LED Application Product
Duration : April 12, 2012 - November 2, 2012
Job Description : Manufacturer of LED (Light-emitting diode) products
(Down Light, Spotlight, Street Light, Wall Pack)

Duties & Responsibilities

- Assemble different module of (finished/semi-finished) to different station such as soldering, screwing, applying adhesive, clean PCB.
- Testing the product (check the voltage, wattage)
- Specialized in mixing and putting of a specific adhesive on LED.
- Assigned in packing area.

GEMTEK TECHNOLOGY CO., LTD.

#15-1 Zhong Hua Rd., Hsinchu Industrial Park-Hukou, Hsinchu, Taiwan, R.O.C.

Position : Router Machine Operator
Duration : June 18, 2011 - April 11, 2012
Job Description : Mounting – Assembling of a PCB (Printed Circuit Board) to finished product.

Duties & Responsibilities:

- Prepare program to panelize all models of PCB needed in production.
- Double check the machine's program to secure the quality of PCB to be panelize.
- Check the quantity of cut PCB needed for the next shift.
- Relay information to the next shift for continuous production

TAIWAN SURFACE MOUNTING TECHNOLOGY CORPORATION (TSMT)

#7 Shin Hwa Rd., Kwei Shan Industrial Park, Taoyuan, Taiwan, R.O.C.

Position : Quality Control Inspector/Testing
Duration : January 17, 2008 - January 14, 2011
Job Description : Mounting & Inspection of PCB

Duties & Responsibilities:

- Ensure the quality of PCB to be delivered ready for assembly
- Check all the necessary defects on PCB
- Repair minor defect on PCB
- Cleans PCB
- Assigned to test PCB using Function Test Machine
- Prepare daily basis report and relay it to the next shift

EUROCHEM MANUFACTURING CORPORATION

#83 Ramon Delfin St., Marulas, Valenzuela City

Position : Customer Service Specialist / cum Admin. Assistant
Duration : July 18, 2006 – August 31, 2007
Job Description : Manufacturer & Distributor of Automotive Paint, Customer Handling
Management

Duties & Responsibilities:

- Carries out the local Sales activities, such as Prepares & Schedule Delivery and Process Receipt, Sales Invoice, Statement of Account, customer service and order processing, commercial collecting, updating and recording of all shipment processing activities.
- Handles queries raised by various customers on information concerning their claims/complaints and resolve related issues satisfactorily.
- Maintain efficient records related to customer information records, documentation correspondences and all other support and administrative services to the Sales Department.

- Prepare dealing direct with the customer wherever possible to ensure prompt action concerning offer and on-going promos, quality of services, operations. Process invoicing and collection.
- Forecast the quantity of product needed in order to supply the demand of clients
- Relay information requested by clients
- Provide price quotations to the customer/clients and ensure that the quoted prices are competitive.

SUPER GROCERS, INC. (Mightee Mart)

(Retail Merchandise)

Quezon City – Philippines

Position : Store Crew / Cashier
Duration : December 3, 2004 – May 30, 2006
Job Description : Customer Assistance

Duties & Responsibilities:

- Greet customers, Assist customers when asked
- Handled returns and complaints effectively
- Stock shelves, clean the store
- Receiving of merchandise deliveries
- Daily inventory of a certain product
- Handles cash and card transactions, balancing cash registers, collecting payment, issue receipts to customers
- Bagging purchases

WILCON BUILDER'S SUPPLY, INC.

(Building & Construction Department)

Pasay – Philippines

Position : Sales Personnel & Administrative Clerk
Duration : April 26, 2003 - October 5, 2003
Job Description : Customer Assistance

Duties & Responsibilities:

- Attend and screen all incoming calls, entertains queries from various customers on information concerning their claims/complaints or refer to the concern personnel to resolve related issues satisfactorily.
- Assist in the preparation of reports, making appointments and schedule & etc.
- Issuance of office supplies and other stationeries supply inventory to all departments, and office coordination including the paper works.
- Carries out other related duties such as sorting and distributing incoming/outgoing mails, preparing activity reports, letters and maintaining records files (invoice, airway bill), preparing duty rosters, collecting, and processing time sheets, completing various personnel forms pertaining leaves, hotel reservations & etc.
- Assist/Inform customer about the product, including prices and the on-going promos
- Prepare Sales Invoice Receipt
- Schedule Deliveries
- Perform other related duties as required by the management.

REFERENCE:

Available upon request.