

MARY GRACE SAN JUAN



I have been a growth Manager Assistant and Quality Control Inspector for 12 years in Taiwan. Creative, sharp-minded person with leadership & coaching skills, strong time-management skills and work ethics. I am familiar to computer software such as Microsoft Office and Outlook also with good communication skills both verbal and written.

CONTACT INFO



+971569711687



garysanjuan04@gmail.com



Discovery Garden Street 8,
Building 198 Flat 305 Dubai
UAE

EDUCATION

Divine Word College
Calapan City
2006-2009

Bachelor of Science in
Commerce Major in
Management
Dean's lists
Graduated

Batangas State
University
Batangas City
2005-2006

Bachelor of Science in
Accountancy
(some college)

EXPERTISE

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective
- Communication
- Critical Thinking

WORK EXPERIENCE

Siliconware Precision
Industries Co., Ltd.
Taiwan

Manager Assistant /
Quality Control Inspector
2015-2024

Taiwan IC Packaging
Corporation
Taiwan

Quality Control Inspector
2012-2015

Hitachi Global Storage
Philippines

Quality Assurance
Inspector
2009-2012

LANGUAGE

- ENGLISH
- FILIPINO
- MANDARIN

TRAINING

Calapan City Hall
2008-2009

Front Desk Receptionist

Clapan Vendors Multi-
Purpose Cooperative
2007-2009

Encoder / Document
Controller