

= CSR - non voice
 Referral: EVELYN ARDINA
 = office / Back office work = office management
 = payroll operations = SB = 15,000 K

<p>"Nancy P. Montebon Oprra, Kalunasan, Cebu City</p> <p>EMAIL AD: <u>redmont_62@yahoo.com</u> Contact No. 0917-615-7707</p>	<p>32 } Agents 27 } 4 kids: 78 - studying 2+</p>
--	---

LAST SALARY RECEIVED:

= widowed
 - 55 y.o

P 15,000.00 - Basic Pay
 P 2,000.00 - Communication/Load Allowance
 P 2,000.00 - Transportation Allowance

CHARACTER REFERENCES:

- 1. Ms. Virginia Benin Iway
 Financial Advisor
 Philamlife Insurance
 0917-320-5470
 - assignments like/form BRO companies
 - well oriented 55/97.5
 - can work w/ less supervision CC: 5.5
 SE: 10k
- 2. Dr. Janet Pontevedra
 Professor - San Carlos University
 0917-326-2057
 - easy-going person DS: anytime
- 3. Engr. Alan C. Dinampo
 President - Cebu Climate Change Association
 0942-395-6264
 - transport strike = emergency for company
 - training days child health condition
 - traffic = emergency at home.
 - once (1) month from each company

OBJECTIVE: To utilize my Marketing/Finance and Accounting Skills combined with my successful background in Auditing, and OFFICE MANAGEMENT capabilities, in various positions from rank and file employee to managerial positions.

HIGHLIGHTS OF QUALIFICATIONS:

- With working experiences in several industries like paper making, assembly plant, financial services, fabrication jobs and publishing company.
- Team member of ISO 9002.
- Consistent honor student, very fast learner and very career-oriented.

PROFESSIONAL EXPERIENCES:

<p>1. EXECUTIVE SECRETARY - 4 years Office of the Vice President Paper Ind. Corp. of the Philippines Tabon, Bislig City (November 1988 - July 1992)</p>	<p><u>Company Profile:</u> The largest lumber, pulp and paper mill in whole Asia with more than 7,000 employees.</p>
<p>REASON FOR LEAVING:</p>	<p>PROMOTION</p>

- change of residence

2. EXECUTIVE SECRETARY
 Stothert Management Ltd.
 Consultant's Executive Office
 Paper Ind. Corp. of the Phils.
 (August 1992 – March 1997)

*4,000 - 5,000
 w/ benefits = free housing materials
 = free meals (upon)*

Company Profile:
 The largest lumber, pulp and paper mill in whole Asia with more than 7,000 employees.

REASON FOR LEAVING: *- 100% (converted to cash)* PROMOTION *closed company*

3. EXECUTIVE SECRETARY
 Chairman's Office - 3 years
 NORKIS GROUP OF COMPANIES
 AS Fortuna Street, Mandaue City
 (July 1997 – October 1999)

7,000/monthly

Company Profile:
 The Philippines's sole distributor of Yamaha Motorcycles, Chrysler luxury cars and low-cost multi-purpose cabs. They are also into financial and forwarding services.

REASON FOR LEAVING: PROMOTION

4. CREDIT AND COLLECTION OFFICER
 Credit and Collection Department
 NORKIS GROUP OF COMPANIES
 AS Fortuna Street, Mandaue City
 (November 1999 – September 2001)

9,000/monthly

Company Profile:
 The Philippines's sole distributor of Yamaha Motorcycles, Chrysler luxury cars and low-cost multi-purpose cabs. They are also into financial services, forwarding, and agri-farm products.

REASON FOR LEAVING: PROMOTION

5. BRANCH ACCOUNTING MANAGER
 Eagle Financial Services Group, Inc.
 NORKIS GROUP OF COMPANIES
 San Francisco, Agusan del Sur
 (October 2001 – January 2003)

almost 3 years

Company Profile:
 The Philippines's sole distributor of Yamaha Motorcycles, Chrysler luxury cars and low-cost multi-purpose cabs. They are also into financial services, forwarding, and agri-farm products.

REASON FOR LEAVING: Change of Residence *resigned (husband was struggling for disease)*

6. ACCOUNTS EXECUTIVE
 FIL-JAP Trading International
 Tingub, Mandaue City
 (February 2003 to August 2005)

*12K
 2 years*

Company Profile:
 A prestigious company engaged in the fabrication of different kinds of machine parts with Japanese and European technology using high-tech equipment.

REASON FOR LEAVING: CAREER CHANGE

7. FINANCE OFFICER
 Pollution Control Association of the Phils. Inc. (PCAPI-7)
 TESDA Cmpd., Lahug, Cebu City
 (January 2006 to January 2008.)

*12K
 2 years*

Company Profile:
 A non-stock, non-profit organization that looks after the welfare of the environment through any form of pollution control awareness programs.

REASON FOR LEAVING: CAREER CHANGE

8. CIRCULATION OFFICER
 Inquirer Publications, Inc. /
 Cebu Daily News
 (February 2008-July 2011)

*= 12k/monthly
 almost 4 years*

Company Profile:
 The #2 widely-read local daily in Central Visayas. A subsidiary of Phil. Daily Inquirer.

REASON FOR LEAVING: Personal Reason *WIDOWED*

9. Data Analyst/Admin Officer
 LCI Solutions
 (Oct 2011 to July 2013)

*2 years
 - company closed*

Company Profile:
 A BPO Company
*420-440/day
 = struggling company
 = free meals
 = manage to veteran operators*

REASON FOR LEAVING: Project Completed

offered: Branch Manager = declined because she has a child

10. Marketing Consultant Manila Bulletin Publishing Corp. (September 2013 - March 30, 2014)) <i>(project based)</i>	Company Profile: The largest publishing company in the country. <i>total = 20,000 k</i>
REASON FOR LEAVING:	Project Completed
10. OPERATIONS MANAGER Nightingale Nursing Services <i>Chamela Payal</i> (September 2014 - March, 2016)) <i>= marketing</i>	Company Profile: A Nursing Registry which supplies Private Duty Nurses to institutions and homes. <i>15,000 / month</i> <i>8,000</i>
REASON FOR LEAVING <i>= finance</i> <i>= hiring nurses (recruitment process)</i>	CAREER DIFFERENCE <i>20,000</i>

Nancy P. Montebon
 Oprra, Kalunasan, Cebu City
 EMAIL AD: redmont_62@yahoo.com
 Contact No. 0917-615-7707

PERSONAL DATA:

NAME : Nancy P. Montebon
 Date of Birth : September 22, 1963
 Place of Birth : Sapang Dalaga, Misamis Oriental
 Religion : Roman Catholic
 Status : Widow

 SSS Number : 09-1134-359-7
 TIN Number : 142-105-014

 DEGREE EARNED : Bachelor of Science in Commerce
 Major in Accounting *(graduated)*
 Andres Soriano College
 Mangagoy, Bislig City, Surigao del Sur