

referred: USTICA CARABUENO 01/01/07 11/9/18
"Ann" * Yes for Ben

Andreama Q. Llerin - 39 years old



2100 Don Gil Garcia Ext. Capitol Site Cebu City
0915 981 6831 aqllerin@gmail.com M: Housewife
F: Retired Health Aid

-single w/o dependent
SUMMARY
live w/ family

2 kids: EDPST
END: ECE

I have been working for over 15 years and I have learned various work ethics and the values of commitment and resiliency. I welcome the opportunity to learn new skills and always do my best to be effective and impart my best practices to a new environment.

PERSONAL INFORMATION

Birth Date: November 08, 1979
Age: 38
Citizenship: Filipino
Religion: Roman Catholic

CP: 5.5
SE: 14K
DA: ASAP
NP: 68
Acc: 98-8

claim that she is always present and did not miss any classes except when she had her tooth extracted

EDUCATION

July 2004 – February 2005

Live-In Caregiver Course - 6 months course
Society for the Improvement of Caregiving & Educational Services

April 1996 – March 1998

Associate in Computer Science - Ass. Graduate
Cebu Doctors' University
(Cebu Doctors' College)

March 1992 – March 1996

Abellana National School

March 1986 – March 1992

Guadalupe Elementary School

EXPERIENCE

May 09, 2005 – June 27, 2018 - 12 years → 3 months (10,999) All in 9am-6pm
Library Assistant 2 – SunStar Cebu Publishing, Inc.

P. Del Rosario St. Cebu City - competition newspaper to online
- left bec. looking for career growth

- Updates the SunStar News Archive database
- Assists in the searching/gathering of information needed by the editors, reporters and researchers from other institutions.

- amenable to work night shift
- willing to ~~work~~ be train/learn
- wants to learn something new

- Maintains the electronic back-up of the newspaper and other important library files.
- Assists the Newsroom Librarian in the organization and preservation of the library materials.
- Performs other important newsroom admin related duties that may be assigned from time to time.

June 2003 – July 2004

Cashier/Computer Attendant – Data Quest Internet Café ✓

JY Square Mall, Lahug Cebu City

June 2002 – December 2002 - 6 months (the company closed) - 5-6k All in

Quality Assurance Staff – Cebu Conversion Corporation Cebu City

- Responsible for the selection of audit samples up to report preparation
- Handles all the preparatory stages of audit from sample selection to generation of audit results

March 2000 – June 2002 - 2 years → 3 months (5-6k All in)

Quality Assurance Staff – Innodata Phils. Inc., Cebu ✓

Cebu City - Innodata changed name to Cebu Conversion

- Responsible for the selection of audit samples up to report preparation
- Handles all the preparatory stages of audit from sample selection to generation of audit Results

February 1999 – January 2000 ✓

Cashier/Computer Attendant – Webmaster Online Internet Café

Urgello St., Cebu City

June 1998 – December 1998

Service Crew – Jollibee Foods Corporation ✓

Raintree Mall, Mango Ave. Cebu City

SEMINARS ATTENDED

- June 2016 – CFA & CPR Lay Rescue with AED (Philippine Red Cross) – SunStar Cebu
- June 2015 – Occupational First Aid Training (Philippine Red Cross) – SunStar Cebu
- June 06m 2000 – ISO Awareness Seminar – Innodata Phils. Inc., Cebu
- May 19, 2001 – Effective Communication & Presentation Skills – Innodata Phils. Inc., Cebu

AWARDS RECEIVED

SunStar Cebu

- General Manager's Cup Award – 2015
- President's Cup Award – 2012
- Chairman's Cup Award – 2009
- Model Employee

KEY SKILLS

- Internet and Computer Savvy (Ms Word, Excel, PowerPoint, Adobe InDesign, Adobe Photoshop, Adobe Acrobat)

REFERENCES

Lovely G. Lubo

JP Morgan Chase Bank, N.A.-Philippine Global Service Center

Senior Specialist

0905 548 0414, 0921 933 1898

Rose G. Yumol

SunStar Cebu Publishing Inc

Newsroom Admin Manager

0915 441 0532

Ligaya Uy

Atos Philippines

Technical Support

0923 267 0356