

Objective

I desire to be connected with a company which will allow me to contribute my knowledge and skills, and discover my potentials in my career. I am keen to achieve further professional development as I grow with the company

Qualification

Experienced in administrative and office works, strong typographic skills, ability to adhere to strict deadlines, positive team player, follows work ethics and has driven desire to learn and progress.



Maria Soledad J. Budta

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Training and Work Experience

ACTIVATIONS AND PROMOTION MANAGER ACTIVATIONS MACHINE INC. - UNILEVER PHILS INC.	FEBRUARY 2020-PRESENT
HR Supervisor PANORAMA SUMMIT HOTEL	September 2020- FEBRUARY 2020
HR Generalist BETTER COMPONENTS INC.	January 2020-July 2020
HR Staff/HR Assistant KAIZEN JAPANESE CONCEPT of RESTAURANTS	October 2019-December 2019
HR reliever Engineering Firm	July 2019-September 2019
Store Supervisor HEALTHY SMILE DENTAL CLINIC	April 2019-June 2019
HR/Payroll Staff DELTA EARTHMOVING INC.	July 2018-March 2019
HR/Recruitment Officer SILVER SKILLED RECRUITMENT INC.	September 2017-April 2018
Virtual Assistant AMAZON team	January 2017-September 2017
Executive Assistant JOJI ILAGAN Career Center Foundation Inbound Call Center Agent	June 2016- November 2016
(Technical Support) with Teleperformance Philippines	June 2014 -May 2016
Administrative Staff Marketing Department, School of Business and Governance 2014 Ateneo De Davao University	2014 March 2012- May
Marketing Officer New City Commercial Corporation	July 2011-December 2011.

Educational Attainment

Tertiary (2007-2011)

Saint Peters College

Mc Arthur High Way, Toril, Davao City

Bachelor of Science in Business Administration

Major in Marketing Management, March 2011

Tertiary (2007-2008)

Holy Cross of Davao College

Sta. Ana Ave., Davao City

Bachelor of Science in Commerce (1st year college 2007)

Secondary (2003-2007)

Doña Carmen Denia National High School

Toril, Davao City

Graduated with Merits and Honors

Primary (1997-2003)

Piedad Central Elementary School

Crossing Bayabas, Toril, Davao City

Graduated with Merits and Awards

Seminars Attended and Certifications

- **“Computer Program Trainings & Computer Literacy Skills”** Ateneo De Davao University, Davao City, Philippines (2011)
- **“Proper Paper works such as doing Memo’s, Writing Minutes of Meeting, Business Letters, proper Customer Service & Student Handling”** Ateneo De Davao University, (2011), Davao City, Philippines
- **“Drug Awareness Symposium”** at Saint Peters College Of Toril, (2007), Davao City, Philippines
- **“Family Planning Method”** at Saint Peters College Of Toril (2008), Davao City, Philippines
- **Pre-Employment Seminar on SSS, Pag-Ibig, Phil Health & DOLE** (2011), Davao City, Philippines
- **“How To Conduct A Market Research & How To Market A Product”** (2010), Davao City, Philippines
- **“Fire & Earthquake Drill Symposium”** at Saint Peters College Of Toril (2011), Davao City, Philippines
- **“Preserve our Mother Earth specifically clean air & water”** at Saint Peters College of Toril (2011), Davao City, Philippines

Personal Information

Date of Birth	November 02,1990
Place of Birth	Davao City
Nameof Parents	Mr. Mario G. Jaictin Sr. and Mrs. Arlene L. Jaictin
Civil status	Single
Religion	Roman Catholic
Nationality	Filipino
Languages	Fluent in speaking Filipino and English
Health	Non-smoker, No vices
Height	5'4"
Skype Account:	(+639)33-652-7629
Facebook Account:	Marisol Jaictin/ https://www.facebook.com/marisol.jaictin

Skills

- *Member of the Saint Peters College Cheerleading Squad (2007-2011)
- *Member of the Saint Peters College Chorale (2007-2011)
- *Member of the Saint Peters College Artist Guild (2008-2011)
- *Artistic and has good communication skills
- *Computer Literate
- * Dance group member in school (2007-2011)

Character References

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