

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 the desire to learn and progress.



Maria Soledad Budta

Address: Deguzman St ,Reyes Comound Toril,D.C.

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WORK EXPERIENCE

RESTAURANT MANAGER ARLEQUEENS BUFFET & CATERING SERVICES	February 2021- PRESENT
HR SUPERVISOR/ADMIN STAFF/SECRETARY Panorama Summit Hotel	September 2020 - February 2021
HR GENERALIST/SECRETARY Better Components Inc.	January 2020 - July 2020
STORE SUPERVISOR Healthy Smile Dental Clinic	April 2019- December 2019
HR/PAYROLLSTAFF Delta Earthmoving Inc.	July 2018 - March 2019
HR & RECRUITMENT OFFICER Silver Skilled recruitment Inc.	September 2017 - April 2018
VIRTUAL ASSISTANT/ADMIN STAFF/SECRETARY Amazon Team	January 2017 - September 2017
EXECUTIVE ASSISTANT/ADMIN STAFF/SECRETARY Joji Ilagan Career Center Foundation	June 2016- November 2016
ONLINE TUTOR/SECRETARY ACADSOC- Korean and Japanese Online Teaching Platform	June 2014- May 2016
ADMINISTRATIVE STAFF/SECRETARY Ateneo De Davao University	March 2012- May 2014
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
Name of Parents	Married
Civil status	Roman Catholic
Religion	Filipino
Nationality	Fluent in speaking Filipino and English
Languages	Non-smoker, No vices
Health	5'4"
Height	
Facebook	Marisol Jaictin/ https://www.facebook.com/marisol.jaictin

Skills

*Good communication skills

*Computer Literate – Microsoft tools such as Excel, Power Point and word

*Marketing Skills & Management Skills

- Marketing Strategies
- Marketing Study
- Marketing Tools
- Marketing Plan
- Business Plan
- Marketing Proposals
- Business Development/Enhancement
- Business Plan
- Feasibility Study (Pros & Cons)

Character References

Mrs. Rodilina B. Marte, MBA, MAEEE
Marketing Professor
Ateneo De Davao University
0908-893-1526

Mrs. Arlene Jaictin
Owner/CEO
Arlequeens Catering & Buffet Services
0985-193-3653