***Andrea Michelle A. Hizon***

193 Oriental A, Brgy. Pansol Lopez,

 Quezon Philippines

09463154097/09970956483

Mich\_david78@yahoo.com

To apply to available position in your prestigious company where I can apply my knowledge and experience and further develop my skills for the benefit of the company.

***EMPLOYMENT RECORD***

*September 10,2016 – June 9,2018*

***In house Caregiver/private***

September 3 ,2012 – March 15, 2016

**General Acctg/Inventory Specialist**

**HBC INC/ Finance Department**

April 9, 2010- March 15,2012

**Warehouse Staff/Office Staff**

LM Cereal Corporation

November 2004– May 2006

**Sales Assistant**

ALLANNE Motors and Spare parts

***Educational Background***

College : **Bachelor in Business Administration**

 **Major in Marketing**

 Polytechnic University of the Philippines

 1995-2000

Vocational Caregiver NC II

Mission Care International School of Caregiver

Lopez , Quezon

April 17,2017 – October 28, 2017

**Shielded Metal Arc Welding ( NC I )**

 Tesco Technical School

 August- September 2009

Secondary : **Lamon Bay School of Fisheries**

 1991-1995

Primary: **Pansol Elementary School**

 1985-1991

***Personal Information***

* 39 yrs old
* October 17, 1978
* 4’11 in height and 107 lbs.in weight
* Catholic in Religion
* Married
* With 3 kids namely Paulo , Pauline and Deychelle
* SSS no.04-1744668-4
* Phil health no.08-025174376-6
	+ - * Tin # 409940390000

Passport Number PO778768A

* + - * Caregiving NC II Cert. No: 17045602024502

**Seminar /Training**

 **Infant Care and Adult Care – Oct. 27,2017 – Nov.11,2017**

Holy Rosary Hospital

Brgy Talolong Lopez, Quezon

 **Disabled Care**  - Don Emilio Salumbides Elementary School

 Sped Department.(Deaf and Mute Child)

 Lopez, Quezon

**I*nterest/Special skills***

Love to cooperate with other people

*Ability to operate equipment necessary to perform a job.*

Knowledgeable in Microsoft office ,ms word ,excel and internet application.

Skillful in warehousing and inventory management

Hardworking, trustworthy and willing to learn.

Knowledge in Retail.Work System, RMS, SMS and Point of Sale.

***Character References***

 *Marilou B. Tordillo*

 Hbc inc.Quezon City

 09372058187

 *Joanne Buencamino*

 *Mission Care International School of Caregiver Lopez Quezon*

09126596827

 *Archimedes T. Alano*

 *Brgy Pansol Lopez, Quezon*

I do hereby certify that the information here in ,are true and correct to the best of my knowledge.

***Andrea michelle A. Hizon***