



# Arlene Valenzuela Roderos

To build a long-term career with opportunities for career growth.

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📍 Block 3 Sewage Pusok, Lapu-lapu City, Philippines

## WORK EXPERIENCE

### Purchasing Staff/Data Processor Sagecents Inc.

10/2019 – Present

A.S. Fortuna St. Bakilid Mandaue City

*Achievements/Tasks*

- Responsible for purchasing raw materials, Products and supplies for an organization. Also keep records and create reports regarding supply costs.
- Responsible of checking the inventory

### Purchasing Staff 88th Floor Gifts Inc.

07/2017 – 01/2018

A.S Fortuna St. Bakilid Mandaue City

*Achievements/Tasks*

- Responsible for purchasing raw materials, products and supplies for an organization. Also keeps records and create reports regarding supply cost
- Responsible of checking the inventory
- Responsible to keeps records and create reports regarding supply costs

### Order Entry/Proofer 88th Floor Gifts Inc.

12/2009 – 06/2017

A.S Fortuna St. Bakilid Mandaue City

*Achievements/Tasks*

- Enter or process orders
- Receives calls or inquiries from Ohio Counterparts
- Generate daily output report of CS Department

### Production Operator Integrated Microelectronics linc.

12/2010 – 03/2014

Laguna Tecnopark, Biñan, Laguna

*Achievements/Tasks*

- Assembly

## EDUCATION

### Computer Information Technology Computer Site Institute

10/2002 – 03/2004

San Pedro, Laguna

### Computer Science Assoc. Colegio de San Pedro

06/2002 – 10/2002

San, Pedro, Laguna

## SOFT SKILLS

Flexibility

Teamwork

Communication

Time Management

## SHORT COURSES

High Skilled Technical Training Center (12/2008 – 04/2009)  
*Hotel Restaurant and Management*

Virgo Korean Tutorial Center (06/2017 – 08/2017)  
*Korean Language*

## LANGUAGES

English  
*Professional Working Proficiency*

Bisaya  
*Professional Working Proficiency*

Korean  
*Limited Working Proficiency*

Tagalog  
*Full Professional Proficiency*

## INTERESTS

Travelling

Watch Movies

Crafts/DIY

Video Games

Baking