



GLADYS B. LOPEZ

OBJECTIVE

To be able to apply my skills and knowledge will a well-trained manner, to criticize my determination in established company.

INTERNSHIP

Court of Appeals - Manila

Personnel Division Intern (300 hours)

December 2019 – March 2020

- Assist Applicants
- Give and Check the Exam

ManilaMed - Medical Center Manila

People and Culture (PCMD) Intern (300 hours)

July 2019 – September 2019

- Assist Applicants
- Give and Check the Exam

Department of Labor and Employment (DOLE-NCR)

Docket Unit GIP

March 2019 – July 2019

- Deliver Important documents
- Typed all the necessary documents

Department of Labor and Employment (DOLE-NCR)

Docket Unit Intern (300 hours)

November 2018 – February 2019

- Deliver Important documents
- Typed all the necessary documents

Planet Drug Store (Palanan Branch)

Intern (240 Hours)

December 2015 – February 2016

- Assist Patient
- Prepare medicines

EDUCATIONAL HISTORY

University of Makati

Bachelor of Science in Office Management, 2020

CONTACT ME AT



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SKILLS AND KNOWLEDGE

Stenography (Medical, Legal and business)

Time Management (Putting first things first.)

Leadership (Start with the clear understanding of your destination.)

Planning (Organizing and Planning an Event)

Keyboard Mastery (45 Word per Minute)

AWARDS RECEIVED

Scholar, MINES (2016-2020)

Dean's Lister (2017-2020)