

Angel Ayra M. Cariño

angelayraaa@gmail.com | 42 Wickson Trail, Scarborough, ON M1B1K9 | +1 (647) 705-4906

OBJECTIVES

Seeking a position where I may be able to enhance my knowledge, skills, capabilities, and personalities while providing the company the best possible way for achieving its success.

EDUCATION

Centennial College - Toronto, Ontario, Canada

Winter 2022 - Present

- Current Student in Software Engineering Technology
- Expected Graduation Date: April 2023

San Beda College Alabang, Philippines (2017)

- **Bachelor of Science in Information Technology** – Deans Lister and Deans Annual Honor Roll

SKILLS

- | | |
|--------------------------------------|-------------------|
| • Fluent both In English and Tagalog | • Time Management |
| • Attention to detail | • Adaptability |
| • Interpersonal Skills | • Teamwork |

WORK EXPERIENCE

Cashier (All around) – Hattendo Café

January 2022 – February 2022

- Take orders, delivery orders, prepare orders, and complete delivery/order transactions
- Answer customers' phone calls
- Make Hattendo drinks

Data Processing Analyst - Bolton International, Inc.

January 2021 - November 2021

- Executes fast, accurate transaction processing including data parsing, entry, and updating information.
- Performs research and executes customer interactions as needed as part of the Project Team
- Closely follows process workflows and support in the implementation of initiatives, projects as directed by leadership
- Enrich data through research and generate reports and analytics as needed
- Consistently perform with high attention to detail

Business Processing Associate - PAC APL Co. PTE LTD

January 2018 – December 2019

- Interacts with sales, trade pricing team, and clients, internal and external to gather business requirements, request for new contract and existing contract.
- Prepares contracts globally ensuring that all requests are accurate and precise based from the given requirements.
- Audits Amendments before sending back to sales for confirmation from clients before proceeding to file the said contracts in the system.
- Responds to inquiries, discrepancies, concerns, and disputes that should be closely monitored, reviewed, and closed within 24 hours.
- Establish and report on Key Performance Indicators (KPI's) and maintains process flow charts. Recognizes and implements continuous improvements. Provides reports and status updates on every contract for monitoring.

Management Information System Associate - Datablazers, Inc

October 2017 – December 2017

- Manages, collects, and organizes productions and procedures that works together to store all information that is useful using excel.

Web Developer Intern (WordPress) - Outsourcing Support I.T., Inc

March 2016 – August 2016

- Developed and managed a web-based E-commerce System for travel, beauty, logistics, airline industry using WordPress, HTML, CSS and SQL for a small to medium enterprise named Pialago Travel, Beauty Lounge, Hairress, 101 Supply Chain, Franzbuilt and J4M Group.