**CHARITO A. NICDAO**

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**EXPERIENCE**

**Parts Assembler** October 29, 2012 – Present

Leatherman Tools Group under Aerotek Portland, Oregon

* Profound ability to work with basic math
* Profound ability to comply with required working hours and be on time and dependable.
* Flexible to changing routines, priorities, job conditions, to work overtime or on Saturdays if and when the job situation requires.
* Read and interpret drawings to insure proper assembly and functionality of assemblies.
* Ability to maintain a clean, safe, orderly and uncluttered workplace.

**Receptionist**  October 9, 2012 – October 26, 2012

Leatherman Tools Group under Aerotek Portland Oregon

* Operate a multi-line telephone phone system.
* Answer and screen incoming calls
* Handle and redirect customer queries
* Receive, sort and distribute messages, mails and all other kinds of delivery.
* Welcome visitors, determine nature of business, and direct visitors to suitable employee
* Prepare letters and documents
* Maintain reception area
* Monitor visitor logbook, access and issues passes when necessary
* Responsible for preparing the materials needed for weekly tours of visitors and applicants.

**Data Entry Clerk** August 23, 2012 – August 25, 2012

Oregon Convention Center / Farwest Show 2012 under Office Advantage Portland, Oregon

* Quickly review and check forms and supporting documents
* Code and process forms of participation into required electronic format
* Audit on-line applications for accuracy and completeness
* Deal with requests for [application](http://www.best-job-interview.com/data-entry-resume-sample.html) of participation changes
* Provide guidance and information on application requirements
* Print badges for the participants

**Payroll Data Entry Clerk** July 1, 2011 – April 30, 2012

Land Bank of the Philippines under Mr. Dante Pius Taytay, Rizal PH

* Experienced performing basic accounting/record keeping
* Responsible for payroll data entry to MYOB and MS Excel and Word.
* Process timecards/reports, computed wage, overtime, and deduction.
* Maintained records of routine transaction reports
* Verified and posted transactions to journals, ledger, and records
* Experienced in developing and maintaining spreadsheets
* Efficient with the use of a calculator/10 key

**New Accounts Clerk Assistant** March 24, 2011 – May 6, 2011

Land Bank of the Philippines Taytay, Rizal PH

* Assisted clients with their problem in their accounts and all other questions.
* Responsible for opening accounts for new clients.
* Prepared daily cash receipts and posting bank deposits
* Prepared invoices, vouchers, and requisitions
* Assisted in the preparation of financial and operating reports
* Performed data entry of back logs and transferring old database to new database system with high accuracy
* Operated office equipment, including copy machine, fax, printer, and scanner.
* Sorted and delivered mail to appropriate recipients
* Responsible for verifying, sorting, encoding and balancing the tax payments receipts and documents.
* Responsible for sorting and counting bills and checks.
* Sorting, filing other banks documents.
* Entrusted as a team leader of all the trainees.

**Administrative Assistant** August 1, 2007 – April 30, 2008

Francisco P Felix Memorial National High School Cainta, Rizal PH

* Served as a student assistant in TLE department of the school
* Served as a Cashier, Data entry clerk and Team Leader in TLE Organization
* Responsible for writing technical reports and general correspondence
* Experienced in developing and completing business correspondence
* Accurately balanced cash drawer daily
* Performed data entry with high accuracy
* Responsible for hiring new staffs periodically and trained them.

**Skills and Personal Strengths**

* Able to work with a wide variety of individual and groups as a BILINGUAL English and Tagalog interpreter
* Proven ability to learn new concepts quickly
* Pay close attention to detail and self-directed, take initiative
* Capable of working independently with minimal supervision
* Computer literate and proficient in MS offices (Word, Excel, PowerPoint, Access, Outlook)
* Experience using MYOB and QuickBooks
* Experience creating Feasibility Study and Market Research Study
* Organized seminars and outreach program as Sponsorship Committee Head to raise funds by having signature campaign and represent **JP Morgan Chase & Co., Imation, OMF Lit., and Mendez Medical Group** as our sponsors.

**Educational Background \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Polytechnic University of the Philippines, Sta. Mesa, Manila

College of Economic, Finance and Politics

Bachelor of Banking and Finance 2008-2012 (Completed)

**AFFLIATION: POSITION: DATE:**

Junior Financial Executive Member 2008-2012

Junior Confederation of Finance Associations Phi. Member 2011-2012

Sepoys Field Reporter 2006-2008

Sophomore Club Association Sgt. At Arms 2005-2006