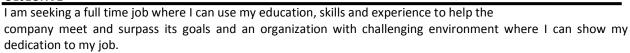
MARICAR F. BAUTISTA

162 B- Sotio Building Gen Mascardo St. Bagong Barrio Caloocan City 097-5386-9835 Maricarbautista0519@gmail.com

OBJECTIVE





TERTIARY

2013 –2017 STI COLLEGE CALOOCAN

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

MAJOR IN OPERATIONS

SECONDARY

2009- 2013 PUERTO GALERA NATIONAL HIGH SCHOOL

HIGH SCHOOL DIPLOMA/ SIX HONORS

WORK EXPERIENCE

2016-2017 Hexagon Group of Companies

Purchasing staff/ Document and Data Controller

(560hrs.

OJT / Project Base)

2013 FORMS Int. Ent. Corp.

Admin/Accounting/Production

2008 - 2009 COASTAL MALL

Sales Lady

SKILLS AND ABILITIES

- Computer Skills, (Microsoft Word, Excel, Power Point) (Open Office) (WPS Spreadsheets, WPS Writer)
- Self motivated to succeed in any work place environment.
- Adaptability and Flexibility.

EXTRA-CURRICULAR ACTIVITIES

2014 Six Sigma Technique in relation to ISO- Total Quality

Management

2012-2013 Fourth Year Math Representative

CHARACTER REFERENCES:

Joey J. Laud Edzel Batuigas

Hexagon Group of Companies STI College Caloocan

Business Process Manager Major Professor/ OJT Adviser

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