

MARICAR F. BAUTISTA

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



OBJECTIVE

I am seeking a full time job where I can use my education, skills and experience to help the company meet and surpass its goals and an organization with challenging environment where I can show my dedication to my job.

EDUCATIONAL BACKGROUND

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

Hexagon Group of Companies
Business Process Manager
414-6241 to 43

Edzel Batuigas

STI College Caloocan
Major Professor/ OJT Adviser
09092666686