

MARY GRACE B. MAMBA

214 Pinagsabugan St. Longos, Malabon City
09064515881
gracemamba625@gmail.com



OBJECTIVE

Seeking an entry level Administrative Assistant position in a competitive and challenging environment that allows me to utilize my organizational skills and time management skills.

EDUCATION

TERTIARY
2013-2017

STI COLLEGE CALOOCAN
Bachelor of Science in Business Management
Major in Operations

SECONDARY
2009-2013

LONGOS NATIONAL HIGH SCHOOL

WORK EXPERIENCE

2016-2017

GLOBAL POINT POTENTIAL DEVELOPMENT SERVICE INC.
Sourcing Specialist

SEMINARS ATTENDED

March 17, 2014
February 18, 2015
March 14, 2016

Identity and Purpose
Metamorphosis: Be STI v.2.0 Students' Convergence
Metamorphosis: A New Chapter Unfolds

SKILLS

- Computer skills in Microsoft Office
- Flexible to different situations
- Time management
- Self-motivated

CHARACTER REFERENCES

- **Ms. Thessa Marie Martinez**
Benby Enterprises Incorporated
Credit & Collection Assistant
09988558950
- **Ms. Meriza Romano**
Philippine Business Bank
Market Risk Analyst
09771000852