**Elizabeth Trapago Alpajora**

21 Citadel Ave. Citadel Subd.

Brgy. Dela Paz Sumulong Hiway Antipolo City

E-mail Add : [elizabethalpajora@ymail.com](mailto:elizabethalpajora@ymail.com)

Mobile # : 0925-6102679

**Career Objective** : To obtain a position in which I can apply my knowledge gained during my collegiate years that would also fit my qualifications and develop further my talents and skills for continuous career improvement.

**Personal Profile**

Birth Date : August 24, 1980

Age : 34

Birthplace : Cabcab San Andres Catanduanes

Civil Status : Single

Citizenship : Filipino

Religion : Catholic

Sex : Female

Height : 5’1”

Weight : 140lbs.

**Educational Attainment**

Tertiary : Roosevelt College

Lamuan, Marikina City

Course : Bachelor of Science-Commerce

Major in Management

1998-2002

Secondary : Roosevelt College

Lamuan, Marikina City

1994-1998

Primary : Cayetano Arellano Elem. School

Grace Park Caloocan City

1987-1993

**Seminar Attended**

* Basic Current Good Manufacturing Practices Training Course

held at Hizon Laboratories Incorporated, Antipolo City

November 19,20 & 21, 2009

4th Placer

* Supply Chain Academy, Mondelez Philippines, Inc.

held at Sucat, Paranaque City

September 19 & 20, 3013

* Good Warehousing Practice

held at Superplus Corporation Mambugan, Antipolo City

May 29, 2014

* Leadership Through Coaching for Success

held at Superplus Corporation Mambugan, Antipolo City

July 5, 2014

**Qualifications**

* Knowledge in Computer(Microsoft Dynamics GP9 & Microsoft Dynamic Solomon)
* Leadership Skills
* Team Building Skills
* Enthusiastic to work and learn

**Work Experiences**

Stock Auditor : Superplus Corporation - (Mondelez Products)

256-C Felicidad Building, Alfredo Tan St.

Barangay Mambugan, Sumulong Hi-way Antipolo City

Aug. 01, 2012 – up to present

Treasury Head / : Superplus Corporation - (Mondelez Products)

Accounts Payable 256-C Felicidad Building, Alfredo Tan St.

Barangay Mambugan, Sumulong Hi-way Antipolo City

Jan. 12, 2011 – July 31, 2012

Accounts Receivables / : Superplus Corporation – (Kraftfoods/Mckenzie)

Credit & Collection Clerk 256-C Felicidad Building, Alfredo Tan St.

Barangay Mambugan, Sumulong Hi-way Antipolo City

Nov. 16, 2010 – Jan. 11, 2011

Cashier : Superplus Corporation – (Kraftfoods/Mckenzie)

256-C Felicidad Building, Alfredo Tan St.

Barangay Mambugan, Sumulong Hi-way Antipolo City Feb. 19, 2010 – Nov. 15, 2010

Production-Stripping : Hizon Laboratories Inc.

Manufacturing Pharmacists

Assumption Road , Antipolo City

Sept. 9,2008 – Feb. 21, 2009

Cashier : Worksavers Personnel Inc.

Robinson’s Supermarket Galeria

Ortigas Pasig City

July 16,2006 – Dec. 22, 2006

Carpark Attendant : Reliance Resources Corporation

Robinson’s Land Corporation

Ortigas Pasig City

Nov.15, 2005 – June 14, 2006

Cashier : Robinson’s Supermarket Corporation

Robinson’s Place Cainta

Junction, Cainta Rizal

May 21, 2005 – Oct. 20, 2005

Cashier : Front Face Restaurant

Brookside Ortigas Ext. Cainta Rizal

Nov. 14, 2003 April 14, 2005

Cashier : Busugan Reataurant

Brookside Ortigas Ext. Cainta Rizal

Aug. 8, 2003 – Nov. 13, 2003

Admin. Officer : Lamyaan Restaurant

1. Tuazon Ave. Marikina City

Jan. 27, 2003 – June 30, 2003

Encoder : Bahay Sariwa Restaurant

1. Tuazon Ave. Marikina City

May 8, 2002 – Jan. 26, 2003

Branch Manager : Ben & James Enterprises (ALAK PA!)

Concepcion, Marikina City

Jan. 1, 2001 – Dec. 31, 2001

Store Crew : Ben & James Enterprises (ALAK PA!)

Concepcion, Marikina City

Sept. 3, 2000 – Dec. 31, 2000

**Character References**

Michelle Abad Ms. Glenda Espinol

Country Traders, Inc.(Greencross) Robinson’s Department Store (Galeria)

Business Manager Treasury Supervisor

Mobile # 09336589754 Mobile # 09294523115

Ms. Eva De Leon Mr. Randolfo Reylara

Superplus Corp-Mondelez Metrobank Marcos Hi-way

AR/Inventory Manager Branch Manager

Mobile#09255257790 Mobile # 09333614005

Mr. Jonathan Cruz Mr. Marlon Macadat

Robinsons Land Banco De Oro (SM Masinag)

Admin. Officer Cash Hub Officer

Mobile # 09228953445 Mobile #09178162755

I hereby certify that the above information are true and correct.

Elizabeth Trapago Alpajora