

# ***IKEA LINDSEY GARCIA BAUTISTA***

7 Evening News Street, West Triangle  
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## ***OBJECTIVE***

- Expand my creative and management persona that will further enhance my potential in both fields.
- Contribute my knowledge and skills in a top-line and progressive working environment.
- Impart my knowledge and skills both technical and creative in the field of events management.
- Further explore and contribute my skills in creative events management
- Continually serve and be a leader to my colleagues with increased passion and determination to get the job done.

## ***EDUCATIONAL ATTAINMENT***

College:	University of Santo Tomas <b>BS Commerce and Business Administration</b> 2010 – 2012
	Philippine Women's University <b>AB Communication Arts</b> <b>Major in Advertising and Public Relations</b> 2013 – 2017
High school	Maria Montessori School of Quezon City 2006 – 2010
Elementary	Maria Montessori School of Quezon City 2000 – 2006

## **EMPLOYMENT RECORD**

Recruitment Associate  
August 2016 – Present

Recruitment Assistant  
May 2016 – August 2016  
**Alorica Philippines Incorporated**

HR Assistant  
January 2016 – May 2016 (non-formal employment)  
**Innovative Options Service Cooperative**

Customer Representative (Expedia.com/Hotels.com)  
Recognized as Top 3 agent (December 2013)  
**Sykes Asia Inc.**  
**May 2012 – January 2014**

## **TRAININGS ATTENDED**

### **Core Skills Training**

WWCC Shaw Boulevard, Mandaluyong City  
May 2012

### **Immersion at DZRV-Radyo Veritas**

162 West Avenue corner EDSA, Quezon City, Metro Manila, Paramount Skybride  
June 2015

### **Student Announcer: Campus Hour "Season 5"**

DZRV-Radyo Veritas  
162 West Avenue corner EDSA, Quezon City, Metro Manila, Paramount Skybride  
May 2015

### **6-PT Scale Training**

12F Cyberpod Eton Centris Three, South Tower Eton Centris Corner Quezon Avenue Quezon City  
May 2016

### **Finding the Right One**

Araneta Center, Cubao, Quezon City, Metro Manila  
December 2016

### **Customer Service – Applicant Relation**

12F Cyberpod Eton Centris Three, South Tower Eton Centris Corner Quezon Avenue Quezon City  
January 2017

### **D.E.A.R.**

MJ Plaza, 2310 Chino Roces Avenue, Makati, Metro Manila  
February 2017

## ***PERSONAL BACKGROUND***

Born on October 07, 1993 in Pasig City, Philippines. One of Jehovah's Witnesses. Fluent in English and Filipino. With know-how in MICROSOFT WORD, EXCEL, and POWERPOINT. Interests include surfing the net, theater and the arts, and relating with people. Skills include, coordinating, driving. Goal-driven, adaptable, and quality-oriented.

\*\* character reference will be submitted upon request.