

Career Objective

TAGACTAC

To work in a challenging role where I can gain new learnings, make the best of my potential and contribute to the organization's growth.

WINNA ANTONIANO

Experience

March 6, 20223-Present

Administrative Aide III Budget and Finance Office Visayas State University

Records and control expenses under General Fund

January 30, 2023-February 28, 2023

Purchasing Officer
The Nature's Blend Water System

• Responsible for the sourcing and purchasing of materials needed by the office, sites, and projects.

June 1, 2021-December 31, 2022

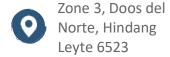
Administrative Aide III Budget and Finance Office Visayas State University

Records and control expenses under General Fund

November 18, 2020–February 18, 2021

Data Processor and Analyst Global Platform Assessing Suppliers (GPAS) Unit Procurement and Supply Institute of Asia

 Validates supplier's documents and generate assessment reports for accreditation









2018-2019

Inventory-Counters, (Part-time)
LF Logistics

Physical counting of various products stored in the warehouse

November-December 2017

Clerk, (Government Internship Program) Bangkal Elementary School I

Filing of school documents
 Disseminate memo's and advisories

Education

TERTIARY: University Of Makati (2017-2021)

J.P Rizal Extn. West Rembo Makati City

- Bachelor of Science in Business Administration
 Major in Supply Chain Management
- Society of Fellow in Supply Management (SOFSM) scholar
- Dean's Lister

SECONDARY: Higher School ng Umak (2015-2017)

Senior High School University of Makati

Humanities and Social Sciences (HUMSS)

Skills/Characteristic

- Good interpersonal and communication skills
- Data encoding
- Goal/Career oriented
- Flexible to change
- Optimistic

Trainings/ Seminar Attended

 Online Training on the Eastern Visayas Project Monitoring System (EVPMS)
 March 02, 2022

ISO:9001 Awareness Webinar

September 13, 2021

Lean Six Sigma White Belt Training

October 16, 2020



References

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