

WINNA ANTONIANO TAGACTAC



Career Objective

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.

Experience

March 6, 2023-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




Zone 3, Doos del
Norte, Hindang
Leyte 6523



+63 919 318 5653



winnatagactac@
gmail.com



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

Mona Nena B. Geraldo
Admin. Aide III, Budget Office, Visayas State University
+63 935 946 8586

Les Andre B. Pamaos
Admin. Aide IV, Office of the President, Visayas State University
+63 963 964 9957

Louella C. Ampac
Director for Financial Management, Visayas State University
+63 917 542 3297

