

## **EVELYN A. ALBIA**

Location: Butuan City

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### **Professional Profile**

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With one year experience as a clerk in Philippine Science High School Caraga region campus I am able provide an outstanding service and deal in handling teachers and student enquires. And as a quality assurance inspector I learned to manage tasting, checking quality products and manage behavior of the employees during production.

### **Core Skills**

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- Dressmaking
- Typing
- Complaint and enquires Handling

### **Career Summary**

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#### **September 2017 – March 2018 Quality Assurance Inspector**

##### *Outline*

Sample facing role, dealing with a high volume of samples and checking if the products is in good quality.

##### *Key responsibilities*

- Train new QA personnel
- Tasting products quality
- Checking production are and production personnel

#### **March 2018 – December Clerk**

##### *Key responsibilities*

- Prepare student's allowances
- Handle students and teachers personal data
- Facilitate students during any events in school.

### **Education**

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**2006** FC Pedraverde-Lindo Elementary School

**2006 – 2009** The Sisters of Mary School Cebu City, Cebu

**2012 – 2017** Mindanao State University (Main)

**2019 – present MS Physics** University of San Carlos