

# IVY GRACE S. LISCABO

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📍 Diversion Rd. Brgy. Caglawaan  
Jaro Leyte

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Motivated Professional with a Bachelors degree in Industrial Engineering seeking for a job position that will allow the use and growth of knowledge and skills. Dedicated, goal-oriented and my temporary work exposure during internship provides a great starting point for a job position in your organization.

## EDUCATION

### EASTERN VISAYAS STATE UNIVERSITY TACLOBAN CAMPUS

Bachelor of Science in Industrial Engineering

2014-2019

## SKILLS

- Management Skills
- Computer Applications (MS Office)
- Communication Skills

## EXPERIENCE

### Sales Associate at a Micro-retail store operating since 2017

June 2019-Present

- Maintained efficient records of stock inventory levels ensuring sufficient weekly product replenishment.
- Audited income and expenses through daily cash reconciliation and collection of credits payment.
- Served on customers - answering inquiries and managing payment.

### Intern

May 2018 - June 2018

Globalwear Manufacturing  
Lapu-Lapu Cebu

- Monitor the daily output of the cutting machine.
- Observe the whole process in the supply department (cutting section).
- Identify the bottleneck of the operation which causes delay of the production.
- Proposed a PDCA that would minimize the delay of production.

## CERTIFICATION

### • Civil Service Examination-Professional Level

Civil Service Commission

June 19, 2022

### • BOSH for Safety Officer 1

J3 TRAINERS & Consultant Inc.

2021