

DIWA, Mina Ruth Cruz

Residence Address : #10 Brgy. Capunitan
Orion, Bataan 2102 Philippines

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CAREER OBJECTIVE

To join a trustworthy company that will allow me to grow professionally by applying my knowledge and ability based on my competence and likewise develop my skills with honesty and sincerity by rendering my service effectively.

EDUCATION

COLLEGE:	Bataan Peninsula State University (BPSU) Balanga City, Bataan, Philippines Bachelor of Science in Industrial Engineering Date Graduated:	September 2022
SENIOR HIGH :	Philippine Women's University (PWU) Balanga City Bataan Philippines Date Graduated:	April 2018
JUNIOR HIGH :	Bataan School of Fisheries Orion Bataan Philippines Date Graduated:	March 2016
ELEMENTARY :	St. Michael Kindergarten and Elementary School Orion, Bataan Philippines Date Graduated:	March 2012

WORK EXPERIENCE

Experienced Sales Associate

Billie's Eatery
August, 2019-2021
Main Duties

- ❖ Maintain records of stock inventory levels ensuring sufficient weekly products replenishment.
- ❖ Answering inquiries, implementing strategic upsell, and managing payment.
- ❖ Identifying the needs of the consumer, offering support and details on the characteristics of the product

Work Immersion

Authority of Freeport Area Bataan

November, 2017

Main Duties

- ❖ Arrange and locate the documents according to classification.

ADDITIONAL SKILLS

COMPUTER SKILLS

- ❖ Knowledgeable of Windows Operating System (Windows 10, 8, 7, XP)
- ❖ Intermediate to Advance knowledge of MS Office Application (Word, Excel, PowerPoint)
- ❖ Basic knowledge in Adobe Products (Photoshop, Acrobat)

SEMINARS AND TRAINING ATTENDED

- ❖ Overview of Patent System, Copyright, IP Processing and Documentation. April 25, 2022 via Google Meet
- ❖ 1ST International Forum on Additive Manufacturing and Advance Materials September 15-17, 2021 via Zoom Teleconferencing
- ❖ National Symposium on Makerspaces and 3D Printing Conference September 17, 2021 via Zoom Teleconferencing
- ❖ Resume Writing: Empowering Innovators, Enhancing Employability Skills May 29, 2021

PERSONAL INFORMATION

Age : 22 years old
Date of Birth : February 29, 2000
Place of Birth : Orion, Bataan
Nationality : Filipino
Marital Status : Single
Religion : Catholic
Height : 5' 3"
Weight : 48 kgs
Blood Type : B+
Gender : Female

Name of Parents : Eduardo Diwa / Hermenia Diwa
Date of Birth : September 15, 1959 / April 12, 1959
Address : #10 Brgy. Capunitan Orion, Bataan 2102 Philippines
Contact No. : 244-5535

Name of Siblings : Edward Roel C. Diwa September 26, 1985
Mark Joseph C. Diwa December 23, 1990
Ma. Grace Erika C. Diwa August 26, 1996

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Mina Ruth Cruz Diwa