



Nenita Liguid-Ermitaño

It is my desire to personally grow and excel as an individual while significantly contributing to the success of the organization I would be a part of.

WORK EXPERIENCE

School of Tomorrow, Philippines

January 2006 to March 2016

Event Coordinator/Marketing Staff

- Assists in conceptualizing, planning and facilitating internal office events and trainings
- Maintains database for delegates of different events
- Assumes position of Convention Secretariat for Annual Educators' Convention conducted by the company
- Assists in layout of convention materials (i.e. handbooks, fliers, delegate badges, certificates, thank you cards, etc.)
- Handles simple layouts and designs of marketing materials
- Assists in revision of training materials
- Handles inquiries for school start-up
- Assists clients in completion of requirements and contract signing
- Other clerical work as assigned by immediate superior

School of Tomorrow, Philippines

November 2001 – December 2005

Secretary

- Transcribes business correspondences as assigned by immediate superior
- Handles request for appointment and appointment schedule of Executive Director
- Compiles articles for and layout official quarterly publication of the company
- Records and distributes incoming mails and correspondences
- Other clerical work as assigned by immediate superior

Learning Enhancements for Asia Pacific

September 2000 - October 2001

Laboratory Facilitator

- Facilitates students' computer exercises
- Conceptualizes incentives and activities for student motivation
- Issues monthly billing statements
- Maintains student files and records
- Monitors and maintains inventory of office supplies

SKILLS

- Has knowledge in the use of the following computer programs: MS Word, MS Excel, MS Powerpoint, MS Publisher, MS Access, Adobe Photoshop, Adobe InDesign and Adobe Illustrator (basic)
- Has a typing speed of 60wpm
- Has basic knowledge in the use of the Ubuntu Operating System
- Has minor computer troubleshooting skills

EDUCATION

Systems Technology Institute – Alabang, Associate in Computer Secretarial 1997-1999

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PERSONAL DETAILS:

Gender : Female
Marital Status : Married
Date of Birth : 04 May 1981
Languages : English and Tagalog

Character references may be furnished upon request.