

Angelina G. Ilumin
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OBJECTIVE

Any position where I can be part of a successful organization and that will enable me to use my skills and educational background.

EXPERIENCE

Astraul Trading, Pasig Philippines
Secretary
October 2008-October 2013

- Typing and making correspondence
- Answering phones
- Taking notes
- Organizing and filing paper works
- Setting up an appointment

EDUCATION

University of the East
BS Foods and Nutrition
June 1973- March 1977

SKILLS & ABILITIES

- Computer proficiency
- Good in written and verbal skills
- Can speak fluent Tagalog and Ilokano

REFERENCES:

Lourdes B. Rivera (408) 605-3583
Manuel A. Rivera (408) 644-3831
Emilia G. Fernandez (224) 522-5290