

**Angelina G. Iumin**  
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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