

Resume

PERSONAL DETAILS

Surname: DE LEON
Given Name: GINA
Middle Name: J.
Date of Birth: October 31, 1969
Place of Birth: Makati, Philippines
Gender: Female
Height: 5'1''
Civil Status: Married
No of children: 3
Nationality: Filipino
Religion: Roman Catholic
Languages: English, Tagalog
Able to drive: No
Willing to learn: Yes
Able to swim: No

EDUCATIONAL BACKGROUND

Elementary: St. Anthony's college
Address: Sta. Ana, Cagayan, Philippines
Year graduated: 1982

Secondary: St. Anthony's college
Address: Sta. Ana, Cagayan, Philippines
Year graduated: 1986

College: Polytechnic University of the Philippines
Address: /
Degree: Bachelor in Business Administration (Major in Banking and finance)
Year graduated: 1992

SEMINARS AND TRAININGS ATTENDED:

- Regional Budget Forum:	Dec. 09-10,2004	16 hours
- Revenue Code Updating Workshop:	Sep. 10-12,2004	24hours
- Anti graft & Corruption Prevention Sem.:	Aug. 19-20,2004	16hours
- Seminar Workshop on IRR, Ra 9184:	Aug. 03-05,2004	24hours
- Basic Computer (MS Excel):	Aug. 07-09,2003	40hours
- Local Finance Forum:	Mar. 04-06,2003	24hours
- Team building Seminar:	Aug. 27-28,1995	16hours
- Projection the corp. image thru telephone:	Jun. 22-23,1994	16hours

EMPLOYMENT HISTORY 1

Name: SOU Family
Address: Macau, China
Period of Experience: August 4, 2008 to present
Position: Nanny/ Domestic Helper

Job Responsibilities:

Taking care of the baby (born Aug. 24, 2008), taking the bath for him, preparing his food, feeding him changing his diapers and all the necessary care that a mother cannot give go his son if she is out for work. And also do the cleaning, cooking, washing the laundry for the SOU family.

EMPLOYMENT HISTORY 2

Name: Agencia Comercial Vino Veritas
Address: Macau
Period of Experience: December 2006 to July 2008
Position: *Fiel De Almazen* / Warehouse supervisor

Job Responsibilities:

Do the filing, sorting of incoming memos from the suppliers & clients of the agency, encoding transaction and doing the monthly and yearly inventory of the stocks. And if needed in their house I go and help them.

EMPLOYMENT HISTORY 3

Name: Local Government Unit (Municipal Budget office)
Address: Philippines
Period of Experience: April 1996 to September 2006
Position: Budgeting Assistant

Job Responsibilities:

- Prepare forms, orders & circulars embodying instructions on budgetary & appropriation matters for the signature of mayor.
- Review & consolidate the budget proposals of different department.
- Assist the mayor in the preparation of the annual budget & supplemental budgets of LGU during the budget hearings.
- Study & evaluate the budgetary reports to the department of budget & management.
- Coordinate with the treasurer, accountant & planning development coordinator to purpose of budgeting.
- Exercise such other power & perform such other duties & functions as maybe prescribe by law of ordinance.

EMPLOYMENT HISTORY 4

Name: Development Bank of the Philippines
Address: Philippines
Period of Experience: December 16, 1994 to February 1996
Position: Office Clerk – Trade Finance Unit

Job Responsibilities:

- Processing/ preparation & encoding of DBP trade finance manuals.

- Encoding & filing memos & other correspondence.
- Answering phone calls.

Name: Development Bank of the Philippines
Address: Philippines
Period of Experience: October 1993 to December 15, 1994
Position: Office Clerk – Disbursement Securities & Management Dept.

Job Responsibilities:

- Processing/ preparation & disbursing of checks
- Encoding of daily transactions
- Prepares monthly/ quarterly accomplishment reports.

EMPLOYMENT HISTORY 5

Name: Unitrust Development Bank
Address: Philippines
Period of Experience: April 1991 to February 1992
Position: New Accounts Clerks

Job Responsibilities:

Entertain & offer good services to the new/ old clients of the bank
Act as break-in teller