

**Leslie Ann G. Destura**

Age : 32 years old

Date of Birth : January 19, 1980

Place of Birth : Casian,Taytay, Palawan, Philippines

Status : Single

Religion : Catholic

Address : Building #53 Al Shihab Street, Al Sadd, Doha, Qatar

#346 Flores Streeet 2nd Avenue Caloocan City, Philippines

Mobile : +974 55217697

Email : leandestura@yahoo.com

**OBJECTIVE**

To obtain an exciting and challenging career that will build on my skills wherein my training knowledge and abilities can be further developed and to undertake job assignment where thoroughness and hard work would be appreciated.

**SUMMARY OF QUALIFICATIONS**

* Highly motivated, result oriented and eager to contribute to a company
* Adaptable to new environment and responsibilities
* Produces work of presentable quality skills self management; good organization skills and smart working method computer literate quality.
* Dedicated, can handle multi-tasking and work efficiently even under pressure

**WORK EXPERIENCE**

**Apacer Technology (2005 – May 2011)**

**Taoyuan, Taiwan, Republic of China**

***Mounting Technology Machine Operator***

***Semiconducting Engineering***

* Set up, verify trolleys to match setup sheets, understand process/documentation, tear down, and run all production equipment related to PCBA production each day.
* Machine Maintenance and minor repairs
* Perform other duties as assigned by management
* Make sure all process tools/ stencils/ or fixtures are in house before starting the setup process
* Keep current with the jobs that are schedule to run each day.

**Topmark Steel Corporation (2001 – 2005)**

**Manila, Philippines**

***Warehouse Secretary***

* Providing office and clerical support to assist with the efficient operation of the office of the supply department,
* Working closely with the business office to insure that purchase orders are processed promptly and accurately
* Responding to telephone inquiries and orders
* Tracking all purchase orders and process them to the business office upon completion
* Coordinating deliveries and receiving information to insure the timely movement of supply items.
* Communicating problems / progress to supply supervisor
* Data entry of all supply department and transportation department purchase requisitions
* Maintained updated and comprehensive list of clients / customers
* React to change productively and handle other task as assigned.
* Filing of all completed transactions

**SKILLS**

* Proficient in the use of MS-Word, Excel, PowerPoint
* Proficient in oral and written English
* Knowledge of basic Chinese Language

**EDUCATION**

*COLLEGE*                   Olivarez College, **1997 – 2001**

 **Bachelor of Science in Computer Science**

*SECONDARY*             Casian National High School, **1992-1996**

*PRIMARY*                    Casian Elementary School, **1987-1992**

**CHARACTER REFERENCES**

 Available upon request