

TRIXIE ALEIA C. LANDICHO

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OBJECTIVE

A dedicated first-year student who is hardworking and responsible, with proven leadership skills, seeking work experience and professional development opportunities to make a significant contribution to the success of the company or the business.

EDUCATION

Maranatha Christian Academy

Junior Highschool • 2017–2020

De La Salle University - Dasmariñas

Bachelor of Science Major in Industrial Engineering • 1st Year Student

EXTRACURRICULAR & WORK EXPERIENCES

Student Council, Assistant Secretary

2019-2020

- Record and compile student council meeting minutes
- Assist and facilitate multiple school and community volunteer events.

Officer in Charge - Director for Outreach (School Org)

Present

- Assist and facilitate school volunteer events
- Record reports and documents for the organization
- Run errands for the approval of the documents needed

Sales worker (Family Business)

2016-2023 - Part-Time

- Assist and Greet Customers
- Manage products and goods

KEY COMPETENCIES

- Ability to pick up and assimilate relevant information quickly and easily.
- Able to communicate information and ideas clearly and articulately in both oral and written form.
- Have the ability to work independently and as part of a team.
- Detail-oriented individual and able to handle multiple tasks simultaneously. Strong organizational and time-management skills.
- Able to handle tasks responsibly.
- Hardworking