



Alayne Dominic Papa

Business Management



+63935-1230276



Col. J. Elises St., Toclong, Imus, Cavite



alaynedominic@gmail.com

OBJECTIVE

To obtain a position that will enable to utilize my analytical and logical skills as well as to work well with people.

CAREER

2020 - PRESENT

ENTREPRENEUR & FREELANCER

- Managing Real Estate Properties
- Former Product Lister in E-commerce Platforms (Etsy & Bonanza)

2019
Final Thesis

AL DENTE
(Est. 2019)

PRODUCTION MANAGER

- Planned production schedules
- Ensured production process is carried out within budget
- Guarantee regular maintenance for equipment

JUNE - AUG 2017

Internship

PHILIPPINE HEALTH
INSURANCE CORP.

ADMIN ASSISTANT

- oversee information desk to assisted clients
- filed backlogs and adjustments on contributions
- furnished Philhealth systems to companies

EDUCATION

2019

Bachelor of
Science in
Entrepreneurship

DE LA SALLE UNIVERSITY - DASMARINAS

- Member, 2016-2020, Allied Business Students Society
- Member, 2017-2019, Junior Achievement of the Philippines, Inc.
 - Production Team (Research) - **KORD-IN** (Est. 2018)

SKILLS

-
- skillful in Microsoft Office including Word, Excel, Power point
 - comprehensive knowledge of basic business management and accounting
 - detail-oriented and analyzes arising problems critically
 - able to work in constantly changing environment and can work individually or in a group