

# SHEENA MAE G. LUCE

**Address** 443 Brgy Biga Purok7 Tanza Cavite, Philippines 4108

**Phone** 09763775274

**E-mail** [sheena11mae@gmail.com](mailto:sheena11mae@gmail.com)

**Skype Id** live:..cid.e055702992ed8d18

An employee that is motivated learns quickly in surroundings with high activity levels. Obeys safety regulations without fail. Maintains flexibility and open availability to work a range of shifts. Also a skilled production job specialist in perceptive manufacturing. Well-versed in machine setup, safety measures, and warehouse practices. Successfully completes duties in accordance with project objectives or business requirements.

## SKILLS

---

- Hand Eye Coordination
- Communication
- Reliability
- Teamwork
- Critical Thinking
- Attention to detail

## WORK HISTORY

---

**2023-03 - Current**

### **Secretary**

*Rev, dr jungyong yang, Narra1, Silang, Cavite*

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Handled daily scheduling tasks and provided administrative support for entire department.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Maintained electronic filing systems and categorized documents.
- Booked airfare, hotel, and ground transportation to coordinate office travel.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.

2020-03 - 2023-01

## Factory Worker

태흥정밀, 5-7 Juan-dong, Michuhol-gu, Incheon

- Carefully packaged finished products and prepared for shipment.
- Organized and prepared workstations and materials needed for operations to maximize productivity.
- Used problem-solving and issue-resolution skills to promptly and successfully address production problems.
- Tested products or subassemblies for functionality or quality and troubleshoot problems with equipment, devices, or products.
- Met production targets and tight deadlines by collaborating closely with team members.
- Performed general equipment maintenance and repair to minimize downtime.

## EDUCATION

---

2015-06 - 2017

### Christian Education

Philippine Agape Theological Seminary - Brgy Narra 1 Hall Silang Cavite, Philippines

2011 - 2015

### High School Diploma

Bulihan National High School - Old Bulihan Rd, Silang 4118 Cavite, Philippines

## LANGUAGES

---

Filipino



Advanced

English



Advanced

Korean



Intermediate