

# Celeste Casey

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(240)751-5899 / (240)813-5839

## Work Experience

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### **Treasurer (Government Employee)**

Poblacion D (Government) PHILIPPINES

January 2010 to December 2010

I had the responsibility of collecting and issuing official receipts for taxes or payments accruing to the city treasury, disbursing of funds in accordance with the procedures prescribed by law, providing an inventory of all "Poblacion D" assets, processing the payroll of government officials and other duties as may be prescribed by law or ordinance.

### **Warehouse/Receiving Supervisor**

PUREGOLD PRICE CLUB INC (Hypermarket) PHILIPPINES

2007 to 2009

Incharge of both Receiving and Warehouse departments and made sure that all staff are being productive in all incoming and outgoing items using safety procedures. Making sure that the products that we are receiving are accurate and in good condition. In warehouse i was responsible of checking if the staff are following the proper guidelines for storing the products.

### **Inventory Team Leader**

Bodega Sales (Shoe Store) PHILIPPINES - Lipa

2005 to 2007

From Encoder i was promoted to Inventory Team Leader. I was incharge of monitoring both actual and computer system counts to make sure they are the same. Any discrepancies must be fixed.

## Education

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### **Bachelor's in Computer Science**

Lipa City Public College - Lipa, Batangas

June 1998 to March 2002

## Skills

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Inventory Control, Logistics, Receiving, Sales, Clerical