**Maria Luisa Retiro Poliarco**



Home Address: Unit 1114, Celesta Bild., Cypress Towers,

C5-Road, Taguig City, Philippines

Email: [gtn.phils@gmail.com](mailto:gtn.phils@gmail.com) Phone: 09166249476/2349644

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| Experience | 2014 – Present Truvalue Pharma Corporation Ususan, Taguig  **Consultant**   * Business Consultant * Helping Marketing to establish contact * Giving training   2012 – 2014 Amikat Services Inc. Global City, Taguig  **Sales Support Consultant- For Malaysian Account**   * Making more than 100 calls per day * Making more than 70 effective calls per day * Activation consistent above average * MVP of December 2012 with 15 Activation * **MVP of January 2013 with 31 Activation** remarking international record * Meeting personal goal * Contributes to reach team’s monthly quota   2009 – 2012 Mapalad Pharma Corporation Manila, Philippines  **Office manager/Incorporator**   * Managing the office and the staff * Control the financial flow of the company * Responsible for the good performance of the staff * Authorized and responsible for smooth conduct of all meetings with the clients * Authorized and responsible for entering into any agreement related to business * Authorized and responsible to any purchase on behalf of the company * Speaker/Chief of Guest for International Conference on Global Marketing strategies & Practices Organized by Nehru Group of Institute, TamilNadu, India   2008 – 2009 Calvary Charismatic Centre Sabah, Malaysia  **Accountant**   * Monitoring/Controlling the flow of income and expenses of 42 outreach (branch) churches. * Doing Balancing and updating weekly income and expenditures * Translator for Guest Speakers English to Malay/ Book translator- English to Malay   2006 – 2008 Glorious Praise Fellowship LTD Hong Kong  **Missionary**   * Mainly teaching Christian Education at the Drug Rehabilitation Centre * Giving a Music Training at the Drug Rehabilitation Centre * Helping in administration work and book keeping for the Rehabilitation Centre * Visiting prisons * Giving counseling to Filipino & Indonesian Domestic Helper |
|  | 2004–2006 Maunlad Corporation Davao, Phil.  Corporate Treasurer/Incorporator/Manager   * Handling meetings with farmers, investors and government representative * Responsible for 75 workers wages and workers performance * Handling importation of seedlings and other materials * Controlling of financial outgoing expenditures |
|  | 2003–2004 Word Of Hope Manila, Philippines  Secretary/Minister   * Mobilized missionary to different places in Malaysia and teach about Mission. * Organized Mission trip for Missionary and minister to Malay tribe in Malaysia. * Implemented training course for new Missionary for Malay Tribe. * Conducting Praise and worship seminar to different churches |
|  | 2000–2002 Calvary Church, A/G Kota Kinabalu, Malaysia  Part Time Bible School Student/Pastor   * Completing Bible School Course Bachelor in Biblical Studies Major in Church Administration * Equipping Malay tribe in Mission and Evangelism * Pioneered a new Malay church under Calvary Church * Pioneered a Filipino church * Conducting Praise and worship seminar to different churches. * Translator for Guest Speakers English to Malay/ Book translator- English to Malay |
|  | **1999–2009** Calvary Church, A/G Kota Kinabalu, Malaysia  Church Office Administrator/Mission Coordinator   * Administrate church office * Distributing works for 23 staff * Main Organizer for any church big events * Responsible for any church events advertisement including artwork design for weekly newsletter and annual newsletter * Supervising interior Mission churches * Conducting Praise and worship seminar to different churches. * Translator for Guest Speakers English to Malay/ Book translator- English to Malay |
|  | 1997–1999 Calvary Church, A/G Kota Kinabalu, Malaysia  Bible School Student/Full Time Worker   * Studied in Malay Bible School at the same time working in the church * Involve in Pioneering work at remote area and to malay speaking people in Malaysia * Pastor for Malay youth and Praise And Worship Ministry in the Church * Head of Church Mission and Evangelism Ministry * Conducting Praise and worship seminar to different churches. * Translator for Guest Speakers English to Malay/ Book translator- English to Malay |
| Education | 2000 – 2003 Pusat Perlatihan Calvary Kota Kinabalu, Malaysia   * Bachelor in Biblical Studies Major in Church Administration   1997–1999 Pusat Perlatihan Calvary Kota Kinabalu, Malaysia   * Diploma in Pastoral Ministry   1995–1997 Kinabalu Collage Kota Kinabalu, Malaysia   * Computer Course * Office Administration * Secretarial Course   1989–1994 S.M.J.K. Tiong Hua Sandakan, Malaysia   * Secondary 1 to 5   1983–1988 S.K. Berhala Darat Sandakan, Malaysia   * Primary 1 to 6 |
| Language Skill | Bahasa Malayu   * President of “Bahasa dan Sastera” (Language and Literature) from Secondary 3 to Secondary 5 * School Representative for Bahasa Speech Competitions (Pidato) from Primary 5 to Secondary 5. * School Representative for “Perbahasan” (Debate in Malay) from Secondary 1 to 5. |
| Other Skills | * **- Excellent oral and written English and Bahasa Malaysian/Indonesian communication skills.** * **Translate books from English to Bahasa Malaysia** * **- Developed computer skills Word, Excel, Publisher, Powerpoint, Explorer, etc).** * **- Professional Phone Manner** * **- Ability to handle multiple tasks.** * **Ability to adhere to all organizational policies and procedures.** |

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| References |

* Christopher Dotimas / 09178730211
* Arlene P. Buenavidez / 09063015158