**Belle Joy P. Veloria**

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**OBJECTIVE:**

Obtain a position in a company where I can maximize my management skills, training experience, educational background and ability to work with people

**SKILLS PROFICIENCY:**

Good in communication skills

Adapt easily to change schedule and environment

Computer literate (MS Word, MS Excel)

Filing, preparing and recording reports

Can work with minimal supervision

Able to get along with co-workers and accept supervision

Can share my knowledge related to my course

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**TRAINING HISTORY:**

**Marketing**

June 15, 2015-May 24, 2016

Admin Staff

**Teranova Computer Sales & Services**

April 17, 2013-February 21, 2015

Admin Staff

**The Realmed Pharmacy**

Pharmacy Assistant/Cashier

October 22, 2012-March 7, 2013

**Bacolod Adventist Medical Center**

Volunteer Nurse

October 4, 2010-January 29, 2011

**B.L. Veloria Accounting Office**

April 2008-2010

Clerk

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**PERSONAL INFORMATION:**

Birthday: May 15, 1987

Birthplace: Bacolod City

Gender: Female

Age: 29

Civil Status: Single

Religion: Roman Catholic

Weight: 50 kgs.

Height: 5’2”

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**EDUCATIONAL BACKGROUND:**

2004-2008 Bachelor of Science in Nursing

2003-2004 La Consolacion School- Gardenville

1999-2000 St. Benilde Integrated School

1997-1998 St. Benilde Integrated School

**Job Seeker First Name / CV No: 1801752**

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