**PINEDA, ROMINA ROSE AQUINO**

**Objective : To develop my self-confidence and camaraderie through others by means of working experience.**

**Personal Data:**

Birthdate : September 14, 1983

 Age : 32

 Religion : Baptist

 Status : Married

 Gender : Female

 Citizenship : Filipino

Languages : Tagalog & English

**Educational Background :**

**Tertiary Education**

Asian College of Science & Technology

National Highway, Putatan, Muntinlupa

B.S. Business Administration

Major in Management

SY 2002-2006

Trace Computer and Business College

East Cloverleaf Guadalupe, Makati City

B.S. Accountancy

B.S. Business Administration

Major in Management

SY 2000-2002

**Secondary Education**

Fort Bonifacio High School

J.P. Rizal Extention, West Rembo, Makati City

SY 1996-2000

**Primary Education**

South Cembo, Elementary School

South Cembo, Makati City

SY 1991-1996

**Skills :**

* Good communication skills and English Language comprehension skills
* Willing to be trained and eager to learn
* Can work alone or with group
* Can work well
* Good time management skills
* Creative and Resourceful
* Can handle multi tasking
* Confident, Hard working and must be willing to learn and grow in the company
* Computer Literate (MS Word, Excel, Power Point)

**Achievements :**

* Best In Marketing Strategy (ACSAT Trade Fair 2004)
* Ms. Asian College of Science and Technology- Ms. Wisdom (2004)

Search for Mr. & Ms. ACSAT 2004

* Top 10 Classroom Standing in High school (1999)

**Working Experience:**

* Convergys Corporation

On the Job Training

Blk 44 Cyberzone Northgate Zapote Rd. Alabang Munt.

(Nov. 16, 2005- Feb. 10, 2006)

* Crown Asia (Real Estate)

2nd Floor Business Center Zapote Road, Las Piñas City

(Nov. 2006 – Feb. 2007)

*Sales Agent*

* ProcessAll Enterprises, Inc.

Blk. 3, Lot 15 Holiday Hills SSS Village San Antonio San Pedro Laguna

(Aug.2007- January 29,2014)

*Secretary / Human Resource Staff*

* Rotex Industries Incorporated

#06 Admiral St., Barrio Talon III Las Piñas City

(March 3, 2014-October 20,2014)

*Office Clerk*

* Kamla Inc.

2F Whse CM Greenfield Industrial Compound Km. 14 Merville Acess Road, Parañaque City

(December 8, 2014 – up to present)

*Human Resource Clerk / Accounting Staff*

**Job Seeker First Name / CV No: 1815432**

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