**CAREER GOALS**

• To enhanced my ability that will enable me to use my strong organizational skills, educational background and ability to work well with people.

• To always seek for more improvement and not

limit myself to any possibilities to explore new experiences to achieve my goals and for my company’s interest.

**EDUCATIONAL BACKROUND**

**MARIA**

Maria.319029@2freemail.com

**Colegio De San Pedro (Y2014 ~ Y2016)**

• ***Bachelor of Science Associates in Office***

***Administration***

• Graduated with Academic Scholar

• Working Student

• Recipient of Special Award

- Best in Feasibility Study

**Colegio De San Pedro (Y2009 ~ Y2011)**

 ***Associates in Computer Secretarial***

 Graduated as Scholar of Laguna

 External Commission of Steering Committee

**San Pedro High School (Y2005 ~ Y2009)**

**CAREER BACKROUND**

**Globe Telecom Incorporated Quarito Qualitas (People for People)** June 2013 ~ September 2016

• *Customer Service Representative*

• *Shop Specialist*

• *Admin / Verifier*

**SM Department Store**

**Metro Manila Shopping Mecca Corporation**

May 2012 ~ September 2012

• *Counter Checker*

**Manila Toll Expressway Systems Inc.**

October 2011~ March 2012

• *Toll Teller*

**Social Security System (SSS)**

October 2010 ~ March 2011

• On the Job Trainee

**SKILLS**

• Computer Literate

• Knowledgeable in Microsoft Office applications

• Basic Stenography

**TRAININGS & SEMINARS ATTENDED**

• **Corporate Culture: Filipino Values in the Workplace**

January 27, 2011

• **Young Entrepreneur’s Sponsorship Program**

February 18, 2011

• **New Concept Store Training (NCS) Globe Telecom, Inc**

July 1-6, 2013

• **Trends in Office Management**

September 21, 2015

• **Initializing: Crossing Academe towards Industry**

March 19, 2016

**PERSONAL INFORMATION**

• Age : 23yrs old

• Birthday : December 10, 1992

• Civil Status : Single

• Height : 5’1”

• Religion : Roman Catholic