

**WINNIE**

[**WINNIE.337958@2freemail.com**](mailto:WINNIE.337958@2freemail.com)

**OBJECTIVES**

To share my skills and knowledge to the company I’ll work in and be able to enhance my competence upon doing my job well.

**PERSONAL DATA**

Date of Birth : April 26, 1979

Place of Birth : Cebu City

Civil Status : Single

Citizenship : Filipino

Religion : Catholic

Height : 5’2

Weight : 55 kgs.

Language Spoken : English, Tagalog and Visayan

**EDUCATIONAL BACKGROUND**

Vocational : **FOWS Bayanihan Center-Singapore**

Course : Basic Baking

Year Graduated : 2013

Vocational : **FOWS Bayanihan Center-Singapore**

Course : Cake Decorating

Year Graduated : 2014

College : **University of the Visayas**

Course : Bachelor of Science in Computer Science

Undergraduate : 2nd year level

High School : **Rizal High School**

Address : Pasig City

Year Graduated : 1996

Elementary : **Liberato Damian Elementary Schhol**

Address : Pasig City

Year Graduated : 1992

**WORK EXPERIENCE**

**Consolacion Multi-Purpose Cooperative**

Delinquency Officer

October 1996 – June 2006

**Anchor Collection Services, Inc.**

Telemarketer

2006 – 2008

**Foreign Domestic Worker (Singapore)**

June 2009 – January 2017

**Special Skills:**

**MS Office Application** : MS Word, MS Excel, MS PowerPoint

**Internet** : Web search, E-mail, Chat

**Extra Curricular**

**Basic Mediation Course**

CDA

Crown Regency Residence

2008

**Pre-Membership Education**

CMPC

Municipal AVR Consolacion-Cebu

2004

**Management Training and Workshop Seminar**

Sabang, Danao City

2007

**Windows ’95, MSOffice ’97 and Internet Orientation**

1997

**Basic Computer Course**

(MS Word, Excel & Powerpoint)

March-July 2002

**Financial Performer**

CMPC

January 24-26, 2003