**Anna**

**Anna.365692@2freemail.com**

**PERSONAL BACKGROUND**

Age : 21

Gender : Female

Civil Status : Single

Place of Birth : Cebu City, Philippines

Date of Birth : October 18, 1995

Citizenship : Filipino

**CAREER OBJECTIVE**

To utilize my skills and capabilities

To maximize my potential and provide effective, efficient and flexible services in contribution to the company’s growth and profitability

**EDUCATIONAL BACKGROUND**

**College**

University San Jose –Recoletos

Magallanes St., 6000 Cebu City

Course: Bachelor of Science in Business Administration - General

Year Graduated: October 2015

**Secondary**

Advance Institute of Technology

Sangi, New Road, Pajo, Lapu – Lapu City

Year Graduated: March 2012

Achievement: 6th Honor

**Elementary**

Mactan Air Base Elemetary School

Mactan Ebuen Benito Air Base

6015 Lapu- Lapu City

Year Graduated: March 2008

**WORK EXPERIENCE**

**OJT – PAG-IBIG Fund WT Corporate Tower**

Mindanao Avenue, Cebu Business Park, Cebu City

Year: November 2014 – January 2015

**ACCOUNTS PAYABLE / BILLING CLERK**

**UNIVERSAL ROBINA CORPORATION – CEBU PLANT**

P.C.Sulco, Mandaue City, Cebu

Year: December 2015 – March 2017

**SKILLS**

Entrepreneurial Skills

* Communication
* Flexible
* Goal Oriented

Computer Skills

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Internet Savvy

Customer Service Skills

Interpersonal Skills

**SEMINARS ATTENDED**

August 1, 2015 – **Positive Mindset in the Business Industry**

 University of San Jose - Recoletos

September 8, 2015 – **Finding Business through Travelling**

 University of San Jose - Recoletos

October 3, 2015 – **Job Hunting and Labor Education Seminar**

 University of San Jose - Recoletos

**ACTIVITIES ATTENDED**

June 4-October 2, 2015 **Student Trainee** – SAP Business One

 University of San Jose – Recoletos

July 11, 2015 **Organizer** – Credit Assessment and Collection Strategy

 University of San Jose – Recoletos

March 29, 2014 **Volunteer Facilitator** – Enrollment Assistance

 University of San Jose – Recoletos

**AFFILIATION**

**Peer Facilitator - Student Development Placement Center**

University of San Jose – Recoletos

Year: 2013-Present

**Member - Junior Business Executive and Entrepreneurship Society**

University of San Jose – Recoletos

Year: 2012-Present

**CHARACTER REFERENCE UPON REQUEST**