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***CRISTINA***

[***CRISTINA.365810@2freemail.com***](mailto:CRISTINA.365810@2freemail.com)

*Objectives:*

*To be part of fast pace industry wherein I can apply new learning techniques, fresh ideas on human relations and to exhaust my talents and abilities.*

**WORKING EXPERIENCES:**

*Company :* **Tactical Business Services**

4th Floor JMT Corporate Condominium #27 ADB Avenue,

Ortigas Center, Pasig City

*Job Title :* Customer Service

*Date :* April 29, 2016-February 28, 2017

*Job Description :* 1. Verifying an incoming and outgoing orders.

2. Processing cancellation if necessary.

3. Providing exceeded customer satisfaction.

*Company :* **Career Hunter Recruitment Solutions (On the Job Training)**

3rd Floor Polar Center Mandaluyong City

*Job Title* *:* HR Associate

*Date* *:* January 25, 2016 – Feb 29, 2016

*Job Description* *:* 1. Sourcing Applicant/Candidates for the clients.

2. Encoding and validating the resume of the clients.

3. Interviewing applicants.

*Company*  *:* **Arellano University School (On the Job Training)**

*Job Title :* Guidance Counselor Assistant

*Date* *:* December 2015-January 2016

*Job Description* *:* 1. Assist on how the Guidance Counselor evaluate the students

and professors.

2. Liable for the tally evaluation of the students and professors.

3. Conducting an interview to the students.

*Company :* **Metro Psychiatry Facility (On the Job Training)**

*Job Title**:* Assistant Occupational Therapist

*Date :* October 2016-December 2016

*Job Description :* 1. Facilitate an activity to the patients for them to have a

socialization.

2. Administered a Psycho Test to the patient and evaluate it.

**PERSONAL DATA**

Birthday : April 14, 1981

Birth Place : Koronadal City, Mindanao

Civil Status : Single

Height : 5’

Weight : 110lbs

Religion : Catholic

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| **EDUCATION** |

College : **Bachelor of Arts in Psychology**

Arellano University Pasig City

June 2013-March 2016 (Graduated as Cum Laude)

Secondary : Koronadal Comprehensive High School

1995-1999

Elementary : Marbel 1 Central Elementary School

1988-1994

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| **SEMINAR ATTENDED** |

**Human right force Disappearance**

Arellano University-Pasig

December 6, 2013

**Not to Bullying skill of Psychology student**

Arellano University-Pasig

January 30, 2014

**Workplace Bullying**

Arellano University-Pasig

June 26, 2014

**Research and Method**

Arellano University-Legarda

February 11, 2015

**SKILLS**

* Strong interpersonal skills
* Can work under pressure
* Computer Literate

I hereby signed that the above information is true and correct to the best of my knowledge and belief.