**Gulfjobseeker.com CV No:** **931872**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

To the Management,

Greetings!

I am writing to apply for any available position as endorsed to me by a close friend that your office is currently in search for competent individuals for the job.
I am enclosing my resume/cv .I personally find this presented opportunity quite interesting, and I believe that my technical experiences and education will make me a very competitive candidate for this position.

The key strengths that I possess for success in this position include:
I strive for continued excellence.
I provide exceptional contributions to clientele service for all clients.
I have commendable communication skills and speech articulation and composition with a BS degree in Nursing from one of the prestigious colleges in the Philippines; I have a full understanding of the significance of client care and service, as well as the continuous need for superior quality provision by a service provider.

I can also definitely assure you that I am eager to learn, and with your guidance and training, I will certainly be able to aid in achieving your company's goal. Please see my resume/cv for additional information. I look forward to speaking with you about this employment opportunity.

Sincerely,

**EDUCATIONAL BACKGROUND**

2006-2010 Ateneo de Davao University

8016 Roxas Avenue, Davao City Philippines 8000

Bachelor of Science in Nursing

Date Graduated: March 20, 2010

2002-2006 Francisco Bustamante National, High School

Tibungco, Davao City, Philippines

Secondary School

2002-2004 Francisco Bustamante National, Elementary School

Tibungco, Davao City, Philippines

Primary School

**COMPUTER SKILLS**

Windows Operating System 95/98/2000/ME/XP/Vista and other OS

Object Oriented Software

MS Office (Access, Excel, PowerPoint, Outlook, Word)

**PERSONAL INFORMATION**

Date of Birth: January 20, 1990

Place of Birth: Davao City, Philippines

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic

Age: 22 years old

Father’s Name: Ramiro Luna de Guia

Occupation: Entrepreneur

Mother’s Name: Daisy Mangubat de Guia

Occupation: Entrepreneur

**SKILLS**

**Professional Profile**

o Creative marketing professional with significant experience in public relations writing,
communications, and media relations.
o Results-driven achiever and effective team leader with exceptional interpersonal skills.
o Highly flexible and adaptable performer; adept at multi-tasking and thriving in a fast-paced
environment while coordinating numerous time-sensitive projects.
o Exceptionally motivated self-starter and creative problem-solver who works hard and loves a
challenge.

**Marketing Experience**o Communicated with English speaking customers.o Attained training in public relations writing, communications, and media relations.

o Promoted events and programs to generate new membership and participation.
o Assisted in writing, organizing, and distributing press packets and news releases.
o Edited promotional materials for publication and distribution.
o Projected advertising budgets and maintained financial records.

**Organizational Experience**
o Produced a theatrical performance involving 50 student volunteer actors, singers, and crew.

 o Selected and collaborated with professional convention planners and caterers for events.
o Coordinated decorations, food/beverage, and entertainment for formal events with 500 guests.
o Organized fund raising dinners for charitable causes on a limited budget.
o Wrote, designed, and published newsletters, advertisements, and playbills for 2,000 recipients.

**Leadership Experience**
o Selected as Chairperson of special-events committee that planned annual fundraisers, formal
dinners/dances, and theatrical productions.
o Appointed to Board of Directors that coordinates activities for more than 2,000 students.
o Chosen to represent 100 students in funding for special events and fundraisers
by community service and multicultural organizations.
o Elected to positions to generate interest in multicultural organizations.
o Represented 2,500 students on committee involving university policies and procedures.

**Activities and Honors**
o Earned Scholarship for academic achievement and extracurricular involvement
o Won leadership award for excellent leading and competitiveness.
o Achieved Student Government Association Award for “Best Leader on Campus.”
o Served as Director of Fellowships and Leadership Council for campus ministry.
o Contributed to Student Government Association as Senator and Finance Committee Member.
o Participated on Thanksgiving Leadership Team for local church.