Teresa.370882@2freemail.com

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**OBJECTIVE:**

To gain more knowledge and skills about the given job and to share my own experience and talent on the specified task given.

**PERSONAL DATA:**

|  |  |
| --- | --- |
|  |  |
| Place of Birth : | Atimonan,Quezon |
| Gender | : | Female |
| Religion | : | Roman Catholic |
| Nationality | : | Filipino |
| Civil Status | : | Married |
| Spouse | : | Ryan M. Fortifaes |
| Daughter | : | Reigne Danielle |
|  | Louisse P. Fortifaes |
| Parents | : |  |

Efren Sarmiento Parco

Estela Asis Canales

**EDUCATIONAL BACKGROUND:**

Graduate Studies: MASTER IN PUBLIC ADMINISTRATION(30 units earned)

Marinduque State College Tertiary :

BACHELOR OF ELEMENTARY

EDUCATION

Quezonian Educational College Inc.

Graduated 2006 Secondary :

LEON GUINTO MEMORIAL

COLLEGE

Atimonan, Quezon

Graduated 2001 Elementary :

RIZAL ELEMENTARY SCHOOL

Atimonan, Quezon

Graduated 1997

***CHARACTER REFERENCES:***

**Mr. ABNER O. PARCO**

**Dubai Airport**

**0547532124**

**Ms. MICHELLE C. PARCO**

**Motor City, Dubai**

**ELIGIBILITY:**

CERTIFICATE OF ELIGIBILITY (BARANGAY OFFICIAL) AS PER CSC RES.# 93-3666

Passed the

CAREER SERVICE PROFESIONAL ELIGIBILITY

81.54%

October 2010

Lucena City

**PRESENT POSITION:**

ADMINISTRATIVE AIDE III

CLERK I

Office of the Sangguniang Bayan Secretariat

Receives/records incoming and outgoing communications

Prepared the PPMP/APP of the Sangguniang Bayan Secretariat & Sangguniang Bayan

Prepared the Purchase Request for Foods & supply of the department

Does other tasks given by the Secretary, Sanggunian and Vice Mayor

Prepares vouchers and other documents related to the finances of the legistative department

**POSITIONS HELD:**

October 16, 2009 to June 20, 2017

LGU of Atimonan Quezon

Administrative Aide III (Clerk I)

Sangguniang Bayan Secretariat Office

JUNE 2008-OCTOBER 15, 2009

LGU of Atimonan, Quezon

LEGISLATIVE RESEARCHER

Sangguniang Bayan Office

Oct. 16, 2007 to March 15, 2008

**Watson Philippines**

SM City Lucena (Cashier)

Lucena, City

Oct. 16, 2007 to March 15, 2008