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***Jasmin D. Batiforra***

**No. 76 Pulo Indang Cavite**

**09081186413**

**minbatiforra@gmail.com**



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## **CAREER OBJECTIVE**

To be a part of a company where I can enhance my knowledge and to grow into a more efficient & professional by enriching myself with experiences and new skills.

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## **ON-THE-JOB TRAINING**

Department: Human Resources Department  
Company: Service Resources Incorporated  
Date: April to May, 2011

Department: Guidance Office  
Institution: Agustinian School of Cabuyao  
Date: June to September, 2011

Department: Rehabilitation Center  
Institution: Springwells of Hope, Drug & Abuse Rehabilitation Center  
Date: November to January, 2012

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## **WORK EXPERIENCE**

### **Sterling Global Call Center**

Oct 2012 – June 2013

Local Sales Agent

Jollibee Express Delivery System

### **Sterling Talent Solutions**

January 2018 – October 2020

US Verifier

### **Convergys Philippines**

July 2013 – July 2015

Customer Service Representative

### **Legato Health Technologies**

August 2021 – May 2022

CSR – Healthcare Account

### **Scorpio Transport and Manning**

September 2015 – January 2016

HR Staff - Payroll

### **Fully Advanced Manpower Services Inc.**

Feb 2016- Feb 2017

Recruitment/ HR Staff

## SEMINARS ATTENDED

### **Stress Management**

November 2008

Mr. Edgardo Salazar

Pamantasan ng Cabuyao

### **Psychology in Times of Problems**

February 2010

Ms. Julie Ann Roman

Pamantasan ng Cabuyao

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## SKILLS

- Average Knowledge in, MS Word Application, MS Excel, MS Powerpoint Presentation, & Typing skills
  - Average Communication skills, English, Filipino, written and oral Communication Skills
  - Knowledgeable on assessing and interpreting Psychological Test
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## EDUCATIONAL ATTAINMENT

### **Tertiary**

Name of School: Pamantasan ng Cabuyao  
School Address: Katapatan Vill., Banay-Banay, Cabuyao, Laguna  
Course: ***Bachelor of Science in Psychology***  
Year Graduated: S.Y. 2008 – S.Y. 2012

### **Secondary**

Name of School: Mary's Ville Academy  
School Address: Sta. Rosa Laguna  
Year Graduated: 2006

### **Primary**

Name of School: Dominican College  
School Address: Balibago, Sta. Rosa Laguna  
Year Graduated: 2002

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## PERSONAL INFORMATION

Date of Birth: May 20, 1991  
Place of Birth: Pangasinan  
Age: 31 y/o  
Gender: Female  
Civil Status: Single  
Height: 5'1  
Religion: Roman Catholic

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## CHARACTER REFERENCES

Name: Prof. Marilou R. Tayao  
Profession: Dean, College of Arts and Sciences, Pamantasan ng Cabuyao  
Address: Katapatan Subd. Banay-Banay, Cabuyao, Laguna  
Contact No.: 09088844350

Name: Ms. Michelle Rivera  
Profession: Team Leader, Convergys Philipines  
Address: UP Technohub Commonwealth Ave. Quezon City  
Contact No.: 09177216010

Name: Michael Gomez  
Profession: Team Leader, Sterling Talent Solutions  
Address: Mckinley, Taguig  
Contact number: 09958565851

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

  
Jasmin D. Batiforra  
**Applicant's Signature**