

## ***Cruz, Rowendy Mercado***

### **Contact Info**

**Address** : B3 L8 Phase 9 Brescia St., Camella Lessandra Bacoor Cavite  
**contact No.** : 09947181925 / 09947181924  
**Email** : Huam.0811@gmail.com

### **Personal Particulars**

<b>Age</b>	: 42 years old	<b>Date of Birth</b>	: July 07 1980
<b>Nationality</b>	: Filipino	<b>Gender</b>	: Female
<b>Marital Status</b>	: Married	<b>Height</b>	: 5'4"
<b>Permanent Residence</b>	: Philippines		

### **Educational Background**

#### **Highest Education**

<b>Level</b>	: Bachelor's/College Degree		
<b>Field of Study</b>	: Computer science		
<b>Major</b>	: Information technology		
<b>Institute / University</b>	: Interface computer college		
<b>Located In</b>	: Claro M. Recto St. Manila	<b>Graduation Date</b>	: Under Graduate

### **Employment History**

1.

#### **Company Name**

:itouchpoint

**Position Title**

:CSR

**Date Joined**

:April 2007

**Date Left**

: January 2010

**Located In**

:IBM plaza bldg.Eastwood Libis Quezon City

2.

**Company Name**

:Garrett and Talon Inc

**Position Title**

:OTS

**Date Joined**

:Feb 2010

**Date Left**

:August 2012

**Located In**

:Shaw blvd Mandaluyong

3.

**Company Name**

:Convergys

**Position Title**

:CSA

**Date Joined**

:May 20, 2013

**Date Left**

:April 25,2015

**Located In**

: Sta. Cruz Manila

**Company Name**

:24/7 Inc

**Position Title**

:CSA /technical support

**Date Joined**

:April 27,2015

**Date Left**

: October 2017

**Located In**

: Valero St.Makati City

**Qualification****Company Name**

:Quinn Insurance Agency

**Position Title**

:Virtual Assistant

**Date Joined**

:May 10, 2020

**Date Left**

: September 21, 2020

**Located In**

: Minnesota USA

**Company Name**

:JP Morgan Chase

**Position Title:**

: Account Specialist 1 Consumer and Commercial Banking

**Date Joined**

:December 13, 2021

**Date Left**

: April 30, 2022

**Located In**

: BGC Taguig

**Company Name**

:CAnDo Laundry Services

**Position Title**

:Executive Assistant

**Date Joined**

:May 3,2022

**Date Left**

: February 3, 2023

**Located In**

: Port Talbot Wales United Kingdom

**Qualification****Good Communication Skills****Computer Literate****Flexible****Hardworking****Languages**

**Proficiency** (0=Poor - 10=Excellent)

**Language****Spoken****Written**

Filipino

10

10

English

8

8

**Additional Info****Career objective:**

To apply for a growth oriented position where communication, organizational and technical skills will be utilized in a company that can provide job security, career advancement and to offer my unwavering services and be part of the success of the company.

**References****Name** : Edwin Galanida**Profession** : Electronic and Communication Engineer**Occupation** : IP Engineer**Company** : Beltel Telecommunication**Contact No.** : 09164603952**Name** : Diana Bora**Occupation** : Manager

**Company** : Garrett and Talon

**Contact No.** : 09275854622

**Name** : Daniel Shepherd

**Profession** : Investor, Business Owner

**Occupation** : Managing Director

**Company** : CanDo Laundry Services