

ROENA N. DELA CRUZ

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WORK EXPERIENCE

INSPIRO RELIA INCORPORATION

418 Domingo M. Guevara St. Mandaluyong City

CUSTOMER SERVICE REPRESENTATIVE (Nov. 2022-Jan. 2023)

SAN FELIPE NERI CATHOLIC SCHOOL

85 A.T. Reyes St., Mandaluyong City

GUIDANCE FACILITATOR (June 2012- April 2020)

GUIDANCE STAFF (June 2004-2012)

CLASSROOM TEACHER (June 1994 – March 2004)

ASEC PHILIPPINES

Ayala Avenue, Makati City

DATA ENCODER/VERIFIER (October 1990 – October 1992)

EDUCATIONAL ATTAINMENT

TERTIARY. -. Rizal Technological University
 June 1985-Oct.1990

BSE Major in Math

SECONDARY - Rizal Technological University
 June 1981-Oct 1985

ELEMENTARY - Jolo Elementary School
 June 1974-1981

SKILLS

- Above Average in Written and Oral Communication Skills
- Computer literate with experience using Microsoft Office Suite & other data entry programs
- Proficient and dexterous typist
- Adept at file management (both digitally and manually)
- Finishes work in an efficient and timely manner

PERSONAL INFORMATION

Language : Filipino and English
DOB : 112867
Citizenship : Filipino
Civil Status : Married