

CELESTE RAMOS ORDOÑO

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Contact No. +639391399872

San Benito Norte, 2503 Aringay La Union



OBJECTIVE:

Seeking a position in an office environment or any desired position in an organization that will provide me with the opportunity to offer exceptional results. Extremely focused on elevating company standards, company goals, and client expectations.

SKILLS:

- Receives logs and releases incoming and outgoing communications.
 - Assists and refers clients to proper person/office for their query.
 - Files and retrieves documents and records.
 - Sends communications through e-mail or fax.
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PERSONAL INFORMATION:

Birth Date: Feb. 29, 1988

Birth Place: Agoo, La Union

Civil Status: Married

Gender: Female

Height: 5'4

Religion: Roman Catholic

Language or Dialect Spoken: Tagalog, English, Ilocano

Citizenship: Filipino

EDUCATIONAL BACKGROUND:

DEGREE: Bachelor of Science in Biology

TERTIARY: Bachelor of Science in Biology
Don Mariano Marcos Memorial State University
South La Union Campus
Agoo, La Union
2007-2008

SECONDARY: Pres. Elpidio Quirino National High School
San Agustin East, Agoo, La Union
2003-2004

PRIMARY: Bacsil Elementary School
San Agustin East, Agoo, La Union
1999-2000

Working Experience:

- **Project Assistant I** Department of Agriculture (Region 1)
Accounting Section
San Fernando City La Union
Dec 2021 – Apr 2022
- **Receptionist** Darwish Interserve Facility Management
Doha, Qatar
Dec 2018 – Nov 2020
- **Cashier** Logic Group of Companies
Doha, Qatar
June 2017 – Aug 2018
- **Tag collector/encoder** Green leaf and logistics Management
Universal Leaf Phil. Inc
Sta. Rita Norte, Agoo, La Union
April 2010 – 2017
- **Warehouse Staff** BAG electronics Inc.
Supply Chain Management (Warehouse Section)
Laguna International Industrial Park, Binan, Laguna
September 2008 – February 2009

CHARACTER REFERENCES:

- Arnold Ebreo
Chief, Accounting Section
Department of Agriculture (Region 1)
San Fernando City La Union
- Engr. Ladie Marie Narciso
BAG electronics Inc
Head Supervisor – Supply Chain Management (Warehouse Section)
Laguna International Industrial Park, Binan, Laguna
- Ms. Rachel De Vera
Manager - Green leaf and logistics Management
Universal Leaf Phil. Inc
Sta. Rita Norte, Agoo, La Union

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

CELESTE RAMOS ORDOÑO
Applicant

