



DANE MARIE B. ALVARIÑO

BSBA MAJOR IN OPERATIONS MANAGEMENT WITH
HUMAN RESOURCE MANAGEMENT CERTIFICATE

ABOUT ME

A degree holder of BSBA Major in Operational Management with Human Resource Certificate and looking for opportunities to apply my knowledge and skills to improve the company. I'm looking forward to playing roles that will enable me to explore this field's varied aspects and reach my full potential.

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📍 Blk. 2 Lot 8 Grandville 1,
Brgy. Mansilingan, Bacolod
City, Philippines

EDUCATION

TERTIARY

University of St. Lasalle-Bacolod

2019-2023

Dean's Lister 2nd Semester (2019-2020)

Dean's Lister 1st and 2nd Semester (2020-2021)

Dean's Lister 1st and 2nd Semester (2021-2022)

SECONDARY

University of Negros Occidental-Recoletos

2013-2019

ELEMENTARY

University of Negros Occidental-Recoletos

2007-2013

SKILLS

Decision Making

Leadership

Critical Thinking

Communication

Teamwork

Administrative

Microsoft Suite & Google Workplace

Management

EXPERIENCE

Jan 2023- Apr 2023

Rockwell Land Corporation- Bacolod

Student Intern

After meeting with different kinds of people at different corporate levels, I can say with certainty that I have gained some field experience in my life, but what matters most is that I have learned how to organize and complete my work on time.

Sept 2024-Feb 2025

The Doctors' Hospital- Bacolod

Billing Associate

We are responsible for processing invoices, tracking client's payment, computing final bill and answering calls (inquiries). Ensures the accurate and timely billing of goods and services to clients, acting as an essential link between the company and its customers.

AFFILIATIONS

Junior Philippine Institute of Accountants, Member (2019-2020)

Decision Makers Incorporated, Member (2020-2023)

Decision Makers Incorporated- Outreach Member Committee
(2022-2023)

REFERENCES

Wednesday Morta

The Doctors’ Hospital- Bacolod
Purchasing Head/Former Billing Head
Phone: 09273031607
Email : wedcachegmail.com

Julie Eve Gayol

The Doctors’ Hospital- Bacolod
Human Resource Staff
Phone: 09959085830
Email : jatsky04@gmail.com

LANGUAGE

English
Tagalog
Hiligaynon