



JEZZA C. PENUELA

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Address

Blk7 Lot29 Unity Street
Pagsibol village south Brgy. Sabang
Naic Cavite Philippines 4110

Personal Information

- May 03 1995
- 30 years old
- Female
- 5’4 height
- Filipino
- Single

Skill Highlights

- Oriented in Microsoft Office
- Administration Skills (Encoding, Filling, Scanning)
- Dedicated and willing to train & learn
- Highly organized and dedicated with positive attitude
- Communication skills
- Teamwork
- Service-focused

Languages

English
Filipino-Tagalog

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

JEZZA CELESTE PENUELA
Applicant

Objectives

Dedicated and reliable to work in an environment that offers great opportunities that will help me develop well-rounded knowledge and obtain professional growth where I can learn new things, acquire new experiences and grow as an individual.

Experience

- 04/2019 to 2021
- ESL TEACHER - Little Canary Skool., Ho Chi Minh Vietnam**
- Teach children basic skills such as identifying colors, shapes, numbers, and letters.
 - Plan and carry out a curriculum that focuses on different areas of child development.
 - Making lesson plans and materials for children's activities.
 - Documenting the progress of English learners.

- 01/2017 to 03/2018
- Office Staff – Job on Link Staffing Solutions Incorporation., Cubao**
- Organize and maintain files and databases, ensuring all records are up-to-date and easily accessible.
 - Preparing and sorting data for computer entry.
 - Answer and transfer telephone calls or take messages.
 - Keeping records and filing documents.

- Accounting/Administrative Assistant - Sta. Cecilia College., Valenzuela City**
- Ensure accuracy, completeness, and safety of documents and money.

Education

- 2012-2014
- Information Technology**
Sta. Cecilia College Valenzuela City Philippines

Seminars/Convention Attended

- Computer Hardware Servicing (Ubuntu, Microsoft)
- Innovate IT (Windows 8, Office 2013, ASP.NET, JQuery)
- Multimedia, Computer Awareness and Social Networking, Microsoft SQL Server 2008

References

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|--|-------------------------|
| Aldenito G. Catulay – Impex Officer | Tel. 09074249996 |
| Joan N. Bangcaya – Sales Staff | Tel. 09150882795 |
| Aireel P. Tandoy – Sales Director | Tel. 09997418393 |