

# Angelica Alcera

Phase1 Blk 37 Lot40 Southville 3 Poblacion, Muntinlupa City,  
Metro Manila 1776 Philippines

**Mobile #:** 09666425292

**Email address:** [alceraangelica\\_act@plmun.edu.ph](mailto:alceraangelica_act@plmun.edu.ph)



## OBJECTIVE

A highly organized and hardworking individual looking for a responsible position to gain practical experience and to expand my learning's, knowledge, and skills.

## SKILLS AND ABILITIES

<b>Communication</b>	Good written and verbal skills.
<b>Flexible</b>	Willing to try new things and improving efficiency on assigned tasks.

## SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office such as
  - ✓ Word
  - ✓ Excel
  - ✓ Powerpoint
  - ✓ Publisher

## AWARDS

- Dean's Lister
- Certificate of Perfect Attendance in academic.

## EDUCATIONAL ATTAINMENT

<b>Tertiary:</b>	<b>Associate in Computer Technology</b> Pamantasan ng Lungsod ng Muntinlupa NBP, Reservation Poblacion Muntinlupa City
<b>Secondary:</b>	<b>Muntinlupa National High School- Main</b> Pamantasan ng Lungsod ng Muntinlupa NBP, Reservation Poblacion Muntinlupa City 2020-2021  <b>Muntinlupa National High School- NHA Annex</b> Southville 3 Poblacion, Muntinlupa City 2018-2019
<b>Primary:</b>	<b>Poblacion Elementary School</b> Poblacion Muntinlupa City 2014-2015

## PERSONAL INFORMATION

<b>Date of Birth:</b>	February 13, 2001
<b>Place of Birth:</b>	Turbina, Calamba Laguna
<b>Age:</b>	21 yrs old
<b>Height:</b>	4'11
<b>Weight:</b>	40kg
<b>Civil Status:</b>	Single
<b>Citizenship:</b>	Filipino
<b>Religion:</b>	Roman Catholic
<b>Language Spoken:</b>	English/Filipino

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

  
Angelica Alcera  
**Applicant**