**DARLENE M. CAROG**

014 A. Kalayaan B. Batasan Hills, Quezon City.

Contact no: 09973923415/09215313150

**OBJECTIVE:**

To apply for a position in your company where I could render my skills and knowledge and to be able to acquire the necessary experience for a fruitful and exciting career.

**PERSONAL DATA:**

**Date of Birth:** 1998-07-13

**Place of Birth:** Dona Marta, Lying Inn. Pasay City.

**Age:** 19 years’ old

**Civil Status:** Single

**EDUCATION:**

**Elementary:** Commonwealth Elementary School

Commonwealth Avenue, Q.C.

SY: 2006-2011

**High School:** Batasan Hills National High School

IBP Road, Batasan Hills, Q.C.

SY: 2012-2015

**College:** Bestlink College of the Philippines

Brgy. Sta Monica Quirino Highway Q.C.

SY: 2015-2018

On-going 4th Year

**SKILLS:**

* Knowledge of Microsoft Word
* Encoding of Documents
* Written and Oral Communication Skills
* Knowledge of Arts

**REFERENCE:**

Lilia Zosobrado

HOA President

Kaligayahan St, Batasan Hills, Q.C.

Roel Tangalin

Kalayaan B, St. Batasan Hills, Q.C.

Kgd. Tata Ludovica

Kagawad

Kaligayahan St, Batasan Hills, Q.C