**LYH-ANNE C. LAMELA**

Burgos St. Brgy. Ubos, Bayawan City, Neg. Or.

+639502136804/09351258958

lamelalyhanne@gmail.com

**JOB OBJECTIVE:**

To obtain a position that will enable me to use my strong customer service skills, my educational background and ability to work well with other people.

**PERSONAL DATA:**

Date of birth:                                       December 13, 1996

Place of birth:                                      Bago City, Negros Occidental

Sex:                                                      Female

Civil Status:                                         Single

Height:                                                 5’1

Weight:                                                40 kg.

Religion:                                              Roman Catholic

Address:                                               Burgos St. Brgy. Ubos, Bayawan City

**EDUCATIONAL ATTAINMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LEVEL** | **NAME OF SCHOOL** | **COURSE** | **YEAR GRADUATED** |
| **COLLEGE** | Southern Tech College Foundation Inc. | Computer and Office Management | 2013-2015 |
| **SECONDARY** | Bayawan National High School |  | 2012-2013 |
| **ELEMENTARY** | Bayawan City East Central School |  | 2007-2008 |

**WORK EXPERIENCES:**

* Seasonal Cashier at Prince Town Bayawan   - December 6, 2018-February 3, 2019
* Customer Service Associate II at Convergys Bacolod - October 2, 2017-September 17, 2018

**PERSONAL QUALITIES:**

Patience and Organize approach

Willing to be trained and learn new things

Can do work efficiently

**COMPUTER SKILLS:**

* Can type up to 40 words per minute
* Knowledgeable in using Microsoft word, Excel and PowerPoint in any version
* Can manipulate and operate personal computer in any windows

**CHARACTER REFERENCES:**

**Mary Grace Bangay**

Customer Service Associate II at Convergys Bacolod

+639070896437

**Greg Cadapan**

Radio Announcer/DepEd Teacher

+639970675423

**Maria Valor**

Office of the City Mayor

+639975614787

I hereby certify that the facts contained in this resume are true and complete to the best of my knowledge and belief.

**LYH-ANNE C. LAMELA**