



JERICA JOY GONDONG BUHAYAN

Address: Baiyun Dadao, Cong yun Lu, Bohao Hotel, Guangzhou City, P.R China

Mobile: +86 176 2528 1325 **Email:** jericajoy@icloud.com

Citizenship: Filipino/Philippines

Birth date: February 07, 1996

EXPERIENCE

Customer Service (September 15, 2015- November 5, 2017) at the AMR GENERAL TRADING located in Guangzhou City, P.R China

Business Development Assistant (August 15, 2012-July 25, 2014) at The Cable Assembler Limited Company located in Dongguan City, P.R. China

Company Secretary to CEO (January 23, 2012-July 29, 2012) at The Cable Assembler Limited Company located in Dongguan City, P.R. China, TCA is a German owned and managed company for manufacturing cables and electronic products.

EDUCATIONAL BACKGROUND

September 2015-June 2019 **International Business -Guangdong University of Foreign Studies Guangzhou. China**

September 2014-August 2015 **Chinese Language Course- Sun Yat-Sen University Guangzhou, China**

2009-2012 **High School Graduate Saint Mary's College of Tagum City, Philippines**

LANGUAGE SKILLS

TAGALOG/FILIPINO	MOTHER TONGUE
VISAYA	DIALECT
ENGLISH	FLUENT SPOKEN, READING AND WRITING
MANDARIN CHINESE	FLUENT SPOKEN, READING AND WRITING
GERMAN	BASIC CONVERSATIONAL

INTERNSHIP CERTIFICATES

UNITED ARAB EMIRATES BUSINESS UNION (INTERSHIP CERTIFICATE)

THE CABLE ASSEMBLER LIMITED (APPRENTICESHIP CERTIFICATE)

UNIVERSITY AWARDS AND CERTIFICATES

3rd PLACE INTERNATIONAL INSTITUTE ENGLISH WRITING	September 21st, 2018
2nd PLACE INTERNATIONAL INSTITUTE ENGLISH WRITING	September 23rd, 2016
3rd PLACE INTERNATIONAL PUBLIC SPEAKING	September 24th, 2015
GDUFS INTERNATIONAL EDUCATION FORUM SPEAKER	November 22, 2017
CERTIFICATE OF ACTIVE PARTICIPATION	September 2017-December 2017
CERTIFICATE OF ACTIVE PARTICIPATION	March 2017-June 2017
CERTIFICATE OF ACADEMIC EXCELLENCE	September 2016-December 2016
CERTIFICATE OF ACTIVE PARTICIPATION	March 2016-June 2016
CERTIFICATE OF ACTIVE PARTICIPATION	September 2015-December 2015