**ALAYCA SWEETCEL ENTRINA JANO**

#28 Rosa ST., PFCI Floodway Brgy. San Andres, Cainta Rizal, Philippines, 1900

+639554722599

[alaycasweetceljano@gmail.com](mailto:alaycasweetceljano@gmail.com)

Bachelors Degree in Office Management

Entry Level

**CAREER OBJECTIVE:**

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

**EDUCATION:**

Tertiary: Rizal Technological University

Mandaluyong City, Philippines

S.Y. 2013-2017

Secondary: Sta. Lucia High School

Pasig City, Philippines

S.Y. 2009-2013

Primary: De Castro Elementary School

Pasig City, Philippines

S.Y. 2003-2009

**PERSONAL DATA:**

Birthdate: August 16, 1996

Age: 20

Religion: Christian

Gender: Female

Civil Status: Single

Citizenship: Filipino

Height: 5’0

Weight: 43 Kg.

**SEMINARS:**

1. “Strategic Marketing of Products and Services for the 20th Century”

RTU, Boni Avenue, Mandaluyong City, Philippines

March 8, 2015

2. “ Exit Conference Selling Yourself”

PUP, Mabini Campus, Stay. Mesa, Manila, Philippines

December 6, 2014

3, “LEAP-A Partner to your Corporate Journey”

RTU, Boni Avenue, Mandaluyong City, Philippines

July 4, 2015

**ON THE JOB TRAINING:**

Connell Bros. Co. Pilipinas INC. JMT Corporate Condominium,

Distributors of specialty Chemicals Ortigas Center, Pasig City

And Ingredients (360 hours)

Gingersnaps Warehouse 19& 20, Armal Compound II

Children and Maternity Clothing M. Eusebio Avenue, Pasig City

**CHARACER REFERENCES:**

1. Sola Santos JMT Corporate Condominium,

(Operation Manager) Ortigas Center, Pasig City

+639178069755

2. Julie Ann Nicolas China Bank Building,

(Financial Analyst) 8745 Paseo de Roxas

+639778164692 Makati City

3. Sherly Estigoy 19& 20, Armal Compound II

(Purchasing Manager) Ortigas Center, Pasig City

+639199115845