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|  |  | **Joanna Luz q. catayong** |
| Profile **Address:** Calatagan St. Palanan, Makati City  **Age:** 21 years old  **Date of Birth:** February 4, 1999  **Place of Birth:** Pasay City  **Civil Status:** Single career objective Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Contact PHONE:  0916 542 4358  TELEPHONE:  8832 0692  EMAIL:  joannacatayong4@gmail.com reference **Roselle Marcelo**  Assistant HR Manager  Solaire Resort & Hotel  0917 305 4436  **Trisha Toribio**  Learning & Development Trainer  Solaire Resort & Hotel  0917 877 7479 |  | EDUCATIONArellano University, Jose Abad Santos Campus BSBA – Human Resource & Development Management  2015 – 2020, Taft Avenue, Pasay City San Isidro National High School 2011 – 2015, Borneo St. San Isidro Makati City  **St. Mary’s Academy, Pasay City**  2009 – 2011, P. Burgos St. Pasay City WORK EXPERIENCEOnline Dealer, GT Data Company June 2017 – July 2018   * Stand or sit behind table and operate games of chance by dispensing the appropriate number of cards or blocks to players, or operating other gaming equipment  work exposure **Human Resource Intern, Solaire Resort Hotel**  December 2019 – February 2020   * Assigned in Learning & Development Department * Assist in Seminars and Training Programs of employees * Prepare materials needed for Training Programs   **Student Assistant, Arellano University Jose Abad Santos**  June 2016 – March 2017   * Accommodate student’s inquiries * Perform tasks required by the Dean  skills  * MS Word * MS Power Point * MS Excel * MS Outlook * Adobe Photoshop CS2 * Adobe Illustrator |