##### JOYCE ANNE S. MARIñAS

Blk. 24 Lot 2 Villa Palao Subdivision Banlic, Calamba City

Contact No. : 09394242088  
E-mail Address: jannesmarinas@gmail.com

**• OBJECTIVES**

“To be a part of your company by enhancing my knowledge, skills, attitude

With the given opportunity to work and show of my capabilities.”

**PERSONAL** **INFORMATION**:

Age : 27 YEARS OLD

Date of birth : April 13, 1993

Place of birth : Dela Paz Biñan, Laguna

Gender : Female

Religion : Roman Catholic

Civil Status : Single

Height : 5’7”

Weight : 60 lbs.

**EDUCATIONAL BACKGROUND**

*Tertiary* : **LYCEUM OF THE PHILIPPINES UNIVERSITY**

BS in International Travel and Tourism Management  
Km.54, Makiling Calamba City, Laguna

2012-2016

*Secondary* : **LICEO DE MAMATID**

Mamatid, Cabuyao Laguna

2006-2010

*Primary* : **BANLIC ELEMENTARY SCHOOL**

Banlic, Calamba City

2005-2006

**INTERNSHIP EXPERIENCE**

* ALBA Restaurante Español

Westgate Alabang, Muntinlupa City  
April 16 – May 16, 2013 (300 hours)

* Tripmart Travel Agency

Westgate Alabang , Muntinlupa City  
May 5 – June 6, 2014 (400 hours)

**SEMINARS ATTENDED**

**•** “STAY & LEARN”  
 Hotel Immersion Training Program  
Microtel Hotels and Resorts – Eagle Ridge, Cavite  
October 16 – 17, 2012

**•** “STAY & LEARN”  
Hotel Immersion Training Program  
The Bayleaf Intramuros - Muralla St, Intramuros, Manila, Metro Manila  
February 22 – 23, 2013

**WORK EXPERIENCE**

**• ASTI (Reel Service Inc. Phil.) (HR Staff)**

**Recruiting Employees/Encoder**LISP 1, Brgy. Diezmo Cabuyao City, Laguna  
August 06, 2017 – February 06, 2018

**• ScopeWorks Asia Inc. (BPO Company)  
QA Transcriptionist Agent**

LISP 1, Brgy. Diezmo Cabuyao City, Laguna  
December 27 2016 – May 25 2017

* **Tripmart Travel Agency (Office Staff/Encoder)  
  Ticketing/Booking Clients**Westgate Alabang, Muntinlupa City  
  April 25 2016 – October 29 2016

**DRIVER’S LICENSE**

* **Non-Pro Restrictions 1 & 2.**   
  **License No**. D04-15-005333

**CHARACTER REFERENCES**

***Marlon Bautista*** ***Chona Ocampo***

Supervisor Trainer

ScopeWorks Asia Inc. ASTI (Reel Service Inc. Phil.)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE