

Jayzel Ara Mae Diccican

Poblacion, Puerto Galera, Oriental Mindoro

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PERSONAL INFORMATION

Age	:	21 years old
Date of Birth	:	September 19, 1998
Place of Birth	:	Poblacion, Puerto Galera, Oriental Mindoro
Gender	:	Female
Religion	:	Roman Catholic
Civil Status	:	Single
Citizenship	:	Filipino
Height	:	5' 2
Weight	:	43 kg

EDUCATIONAL BACKGROUND

Tertiary	City College of Calapan Bachelor of Science in Information Systems Guinobatan, Calapan City 2015-2019
Secondary	Puerto Galera National High School Poblacion, Puerto Galera, Oriental Mindoro 2011 – 2015
Primary	Puerto Galera Central School Poblacion, Puerto Galera, Oriental Mindoro 2005 – 2011

SKILLS AND QUALIFICATIONS

- Computer literate (MS Office)
- Have strong belief in self-capabilities
- Have work ethics
 - ✓ Can work on time
- Flexible enough to adapt new environment and willing to seek for more knowledge
- Capable in documentary encodings
- Can communicate properly
 - ✓ Writing
 - ✓ Speaking
 - ✓ Listening
 - ✓ Interpreting

WORK EXPERIENCE

Front Desk Officer

Edgewater Dive & Spa Resort

Sitio Kabilang Gulod, Sabang, Puerto Galera

December 31, 2019 -November 28,2020

Part Time Teacher

Golders, Inc.

Senior High School

Sto.Niño, Puerto Galera

Computer Subject

August 07, 2019 - November 15, 2019

Administrative Teacher

MY TREE - Child Learning Center

Poblacion, Puerto Galera

July 15, 2019 - December 20, 2019

CHARACTER REFERENCE

Janette Lungay Arago

Edgewater Dive & Spa Resort

Resort's Supervisor

0956 445 7343

Maria Rochelle Axalan Villaruel

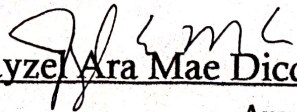
My True Rewarding Education Experience –

Child learning center

MY TREE Owner

0906 558 2380

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


Jayze Ara Mae Dicdican
Applicant