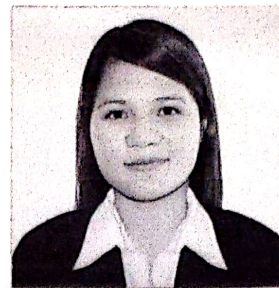


Agent

SHEILA LAINE M. DECADA

Address: Green Hills Ilaya Calapan City Oriental Mindoro
Contact No: 09207586424



OBJECTIVES

To broaden my knowledge within my scope and practice the learning that I gained during my studies inside the workplace.

PERSONAL INFORMATION

Age : 24
Date of Birth : August 05, 1996
Place of Birth : Cabuyao City
Gender : Female
Civil Status : Single
Citizenship : Filipino
Height : 5'
Weight : 62 kilo
Religion : Roman Catholic
Father's Name : Luisito J. Decada
Mother's Name : Editha M. Decada

EDUCATIONAL BACKGROUND

Tertiary Level : MinSCAT Calapan City Campus
Bachelor of Arts Major IN English
SY: 2016-2017

- Relevant Coursework: English Language Proficiency, Literature Analysis, Language Development, Effective Communication

WORK EXPERIENCE

Company : PUREGOLD JR CABUYAO (PSMPC)
Address : Poblacion Tres, Cabuyao City Laguna
Position : Account Manager
Date Stay : November 15, 2019- January 15, 2021

Company : SUPERBIKES CENTER
Address : National Highway Brgy Masipit Calapan City
Position : Branch Cashier
Date Stay : January 6, 2019- June 10, 2019

Company : SUPERBIKES CENTER
Address : National Highway Brgy Masipit Calapan City
Position : SMA/Sales Marketing Assistant
Date Stay : Feb 6, 2018 – January 6, 2019

Company : IVOCAR VIVADENT INC.
Address : LISP 1 Science Park. Brgy, Diezmo Cabuyao Laguna
Position : Production Operator
Date Stay : June 16, 2017- December 08, 2017

- Very good english skills
- Knows how to entertain people
- knows about CSR
- Looking for a stable job
- 8 - 11 k sal exp.

QUALIFICATION AND SKILLS

Proficient in MS Word, MS PowerPoint and MS Excel.
Hardworking and reliable.
Excellent Communication Skills.
Planning and Leadership.
Work Well Under Pressure.
Trust Worthy.

ACHIEVEMENTS

Cultural Committee
Bachelor of Arts Department (MinSCAT-CCC)
2014-2015

CERTIFICATION

REFLECTION JOURNAL/NARRATIVE REPORT MAKING, PERSONALITY DEVELOPMENT,
PUBLIC SPEAKING AND EFFECTIVE COMMUNICATION
Participant
October 24-25, 2016
MinSCAT- Calapan City Campus

ECHO SEMINAR ON POSITIVE PSYCOLOGY
Participant
February 04, 2017
MinSCAT- Calapan City Campus

Building Servant Leaders for Today
Participant
September 2015
MinSCAT- Calapan City Campus

English Language Proficiency (TESDA)
Student
January 2015
Provincial Capitol of Oriental Mindoro

CHARACTER REFERENCE:

Jehiel Vergara
Customer Service Representative At
Prohibitionary Nutical Ports Management and Services Inc.

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

Decada, Sheila Laine M.
Applicant