

ARLENE P. AWITEN

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Bagong Pag-asa, Quezon City
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OBJECTIVE

I am looking for a suitable On-the-Job training where I could practice my knowledge and developed my personality as a career person while utilizing skills.

SKILLS & CAPABILITIES

- Knowledgeable in MS Office Applications (Excel, Word, PowerPoint)
- Fast learner
- Cash Handling
- Trustworthy and Hardworking
- Can work under pressure
- Good Communication

EDUCATIONAL BACKGROUND

TERTIARY

2014 - Present

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management

2012 – 2014

QUEZON CITY POLYTECHNIC UNIVERSITY

Bachelor of Science in Business Management

SECONDARY

2008 - 2012

Ernesto Rondon High School

High School Diploma

PERSONAL PREFERENCES

Ms. Filipina E. Manuel

STI College Caloocan

Professor

093328229859