

## JHAMELLA A. BASE

Blk 12 Lot 4 Karisma Ville Panghulo Malabon City  
09308713535  
jhamellabase.07@yahoo.com



### **OBJECTIVE**

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I'm seeking for a job where I can use my knowledge about my program and dedicated to utilize my abilities and become more productive to positively contribute it to help my firm.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

**2013 –2017**

#### **STI COLLEGE CALOOCAN**

Bachelor of Science in Business Management  
Major in Operations

#### **SECONDARY**

**2009 - 2013**

#### **Panghulo National High School**

### **WORK EXPERIENCE**

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**2016 - 2017**

#### **Document Control Officer**

- Maintaining documents
- Input document data
- Teaming up with other documentation groups

### **SKILLS AND ABILITIES**

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- Decision making skills
- Effective Communication skills
- Ability to work in team
- Multi-tasking

### **CHARACTER REFERENCES:**

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#### **Jun Erik Redoblado**

CBY Foods  
Document Control Officer  
09433820883

#### **John Jefferson Berroya**

Dalisay Sweets  
Human Resource Manager  
09228876472