

# JESSA MAE MACARIO MANALO

18 A Los Martirez St. San Jose Navotas City  
09361392873  
jessamaemanalo017@gmail.com



## OBJECTIVE:

---

I am seeking for a company that I can explore more in the job environment to gain more knowledge and experience.

## EDUCATION:

---

### TERTIARY

**2013 - 2017**

### STI COLLEGE CALOOCAN

Bachelor of Science in Business Management  
Major in Operation

### SECONDARY

**2009 - 2013**

### GOVERNOR ANDRES PASCUAL COLLEGE

High School Diploma

## WORK EXPERIENCE:

---

**November 15, 2016 –  
March 27, 2017**

### HOUSE OF INVESTMENTS INC.- SHARED SERVICES CENTER

Human Resource Department  
Payroll and Timekeeping Section (560Hours)

## SKILLS:

---

- Oriented in Microsoft Office
- Eagerness to learn
- Willing to take new challenges
- Effective Communication skills

## SEMINARS ATTENDED:

---

**2014**

### Identity and Purpose

STI College - Caloocan

**2015**

### Student's Convergence

STI College - Caloocan

**2016**

### Metamorphosis: A New Chapter Unfolds

STI College - Caloocan

## CHARACTER REFERENCE:

---

### Napoleon Ocampo

STI ACADEMIC CENTER – Taft  
Professor  
09437067066

### Mirella G. Clarete

House of Dance Inc.  
Owner  
931-62-76