

GINALYN L. JACLA

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0906-3690-046
ginalynjaclalyn@gmail.com



OBJECTIVE

I am seeking for the position where I could practice my knowledge, abilities and expand my skills and personality in terms of business.

EDUCATIONAL BACKGROUND

TERTIARY

2014 - 2017

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management Major in Operations

SECONDARY

2006 - 2010

MALABON NATIONAL HIGH SCHOOL TANONG ANNEX

High School Diploma

WORK EXPERIENCE

On-The-Job Training

(Nov.2016- Mar.2017)

i-Tech Global Business Solution Inc

HR-Staff (Assisting Applicants and Sourcing)

SKILLS

- Can speak English and Filipino language
- Proficiency in MS Application (Word, Power Point, Excel)
- Already had a confidence by communicating with other people

REFERENCE

Jenny Lyne Janeo

0915-810-4686

Compensation & Benefits Specialist

i-Tech Global Business Solution Inc.