

## **VIVIAN D. BALUARTE**

Blk.45 lot 12 phase 3 e2 Salmon St. Longos,  
Malabon City  
09561207055  
baluartevivian@gmail.com



### **OBJECTIVE**

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To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people and contribute to a company's growth and success.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

2013 – 2017

#### **STI ACADEMIC CENTER - CALOOCAN**

Bachelor of Science in Business Management  
Major in Operation

#### **SECONDARY**

2001 - 2005

#### **TIGBAO NATIONAL HIGH SCHOOL**

High School Diploma

### **SKILLS**

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- Effective Communication Skills
- Computer/Technical Literacy
- Quick Learning Skills
- Willingness to learn
- Reliable and responsible
- Interpersonal Abilities

### **EXTRA-CURRICULAR ACTIVITIES**

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- **2015 - 2016** Leadership Summit

### **CHARACTER REFERENCES**

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#### **Kurian Cherian**

ITH Management Services  
Owner  
09275110660

#### **Aneza Sebilla**

Heisco Company  
Secretary  
090555622996