

Edelyn B. Palacio

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09267946518

Palacioedelyn@gmail.com



OBJECTIVE

To obtain a position in a company that suits my skills, knowledge and educational background to work well with other people in order to build upon skills necessary for the business industry.

EDUCATIONAL BACKGROUND

Tertiary

2014-2017

STI COLLEGE – CALOOCAN

Bachelor of Science in Business Management

Major in Operation Management

2013

WORLD CITI COLLEGES – William Shaw St. EDSA, Caloocan

Bachelor of Science in Business Administration

Major in Marketing Management

Secondary

2009-2013

MARIA CLARA HIGH SCHOOL – 8th Avenue, Caloocan

High School Diploma

SKILLS

- Adaptable; transition easily between large and small tasks, working individually and as a team.
- Proficient ability of management, customer service, public relationship management
- Good knowledge of computer skills such as MS Word, MS Excel, MS PowerPoint

WORKING EXPERIENCE

November 2016 to March 2017

Hyundai North Edsa

Human Resource Department- On-The-Job Training

CHARACTER REFERENCES

Denise Jennyl Correa

Human Resources Analyst

Concur Philippines

09175356934

Mary Aileen Alcantara

Accounting Staff

GMA Pinoy TV

09162966907