Formatted: Font: 16 pt

# **CHARINA ANGELA F. DE GUZMAN**

Blk 13 Lot 15 Phase 1 Urban Lupang Pangako, Quezon City 09164091114 chadeguzman0302@gmail.com



# OBJECTIVE

To enhance my knowledge and expose myself in different aspects of works. And also can undergo the learning process that will continue to improve my skills and abilities.

#### **EDUCATIONAL BACKGROUND**

**TERTIARY** 

2013 - 2017

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management Major in

Operation

SECONDARY 2009 - 2013

\_\_\_\_\_

M.B ASISTIO SR. HIGH SCHOOL

High School Diploma

WORK EXPERIENCE

November 17, 2016 - March 17, 2017

Alpha Insurance & Surety Co., Inc.

On – The – Job Training Accounting Trainee

#### **SKILLS AND ABILITIES**

- Problem Solving
- Self- Awareness
- Collaboration
- Time Management

### **EXTRA-CURRICULAR ACTIVITIES**

• 2016 - STUDENTS' CONVERGENCE 2016 – METAMORPHOSIS: A NEW CHAPTERUNFOLDS...

Penthouse - STI College Caloocan

### **CHARACTER REFERENCES:**

REZZIE JANE LAGUTIN

MARIA RHIZA T. OPEŃA

Service Receptionist, XTI Shell

0977-150-9648

Online Seller/ Businesswoman

0906-176-1846