

JESSA M. BORJA

15 Trinidad St. Victoria Village, Canumay East Valenzuela City
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borjajessa27@gmail.com



OBJECTIVE:

Seeking for a job that will cater my skills I've gain on both school and work experience as well as to showcase my knowledge about everything I have learn for the continuous growth of the company

EDUCATION:

TERTIARY:

2013- 2017

STI College Caloocan
BSBM Major in Operation

VOCATIONAL:

2010-2011

St. Peter Ville Technical Training Centre
Computer Science (NC II)

SECONDARY:

2007-2011

Lawang Bato National High School

WORK EXPERIENCE:

November 2016 – February 2017	Genpact Services LLC	Sourcing Assistant
March 2014 – September 2014	Jollibee Paso de Blas	Cashier
October 2014 – March 2015	Jollibee Waltermart Munoz	Cashier
August 2015 – January 2016	Chowking Waltermart Munoz	Cashier

SKILLS:

- Microsoft Office: Word, PowerPoint, Excel, Publisher
- Open Office: Writer, Calc, Impress
- Capable of using different Operating Systems such as Windows XP, Vista, 7, and Windows8

REFERENCES:

- **Ms.Grace Llose Raza**
Human Resource Manager
09483726513
- **Mr. Monet Concha**
Service Staff Manager
09298188634
- **Mr. Don Ariel Florencio**
Marketing Consultant
09175159290