

JENNY CRIS Q. EQUIPAJE

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OBJECTIVE

Looking for a job where I can apply my skill, knowledge and ability as well as my administrative expertise, where there is enough freedom to display my ability to face challenges and where professional experience will be considered as an added advantage.

EDUCATION

TERTIARY

2013-PRESENT

STI COLLEGE CALOOCAN

B.S Business Management Major in Operations

2012-2013

AMA COMPUTER LEARNING CENTER CALOOCAN

Office Information System (OIS)

SECONDARY

2008-2012

TINAJEROS NATIONAL HIGH SCHOOL

SKILLS

- Flexible and Self –Motivated
- Hard working with a positive attitude
- Willing to be trained
- Computer literate (MS Word, MS Excel, MS PowerPoint, QuickBooks basic)

SEMINARS ATTENDED

- | | |
|---------------------|---|
| • February 18, 2015 | Metamorphosis: Student Convergence |
| • February 03, 2015 | 20 th STI NATIONAL YOUTH CONVENTION |
| • March 06, 2015 | 7 th GO NEGOSYO Filipina Entrepreneurship Summit |

CHARACTER REFERENCE

- | | | |
|-----------------------|-----------------------|-------------|
| • Ms. Arianne Herrera | STI College-Caloocan | 09158590335 |
| | Professor/OJT Adviser | |