

Richlyn O. Casas

0936-144-1099

Blk-32B Lot-20 phase-2 area-2 NBBS, Navotas City
richlyncasas09@gmail.com



OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge to help the company and my co-workers to be successful and I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

EDUCATION BACKGROUND

TERTIARY

2013-2017

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management
Major in Operation

SECONDARY

2009-2013

KAUNLARAN HIGH SCHOOL

High School Diploma

WORK EXPERIENCE

On-The-Job Training

(Nov.2016- Mar.2017) i-Tech Global Business Solution Inc

HR-Staff (Assisting Applicants and Sourcing)

SKILLS

- Computer Literate
- Proficiency in MS Application (Word, Power Point, Excel)
- Can Speak English and Filipino Language
- Literature Skills

CHARACTER REFERENCES

Jenny Lyne Janeo

0915-810-4686

Compensation & Benefits Specialist
i-Tech Global Business Solution Inc.