

ARLENE P. AWITEN

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Bagong Pag-asa, Quezon City
09174565333
arleneawiten143@gmail.com



OBJECTIVE:

To work in demanding environment where all my skills and efforts are use or apply and to explore and familiar myself in varied fields, and comprehend my potential and add to the growth of organization with inspiring performance.

EDUCATIONAL BACKGROUND:

TERTIARY:

2014 – 2017

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management
Major in Operations

2012 – 2014

QUEZON CITY POLYTECHNIC UNIVERSITY

Bachelor of Science in Business Management

SECONDARY:

2008 – 2012

ERNESTO RONDON HIGH SCHOOL

Quezon City

SKILLS:

- Knowledgeable in MS Office Applications (Excel, Word, PowerPoint, QuickBooks)
- Fast learner
- Cash Handling
- Trustworthy and Hardworking
- Can work under pressure
- Good Communication

CHARACTER REFERENCE:

Ms. Filipina E. Manuel

STI Caloocan

Professor

093328229859