Jonalyn Lopez

Door I Veramont Homes

Mandaue City, 6014

422-1739/ 09232884149

Objective: Searching for an opportunity to work as a front desk that will enhance my skills in the service field.

PERSONAL PARTICULARS:

Age : 23

Nationality : Filipino

Marital Status : Single

Date of birth : February 9, 1991

Place of Birth : Manila, Philippines

Gender : Female

Email : jonalyn\_l123@yahoo.com

EDUCATIONAL BACKGROUND:

Elementary: Mabolo Elementary School, Cebu City

Year Graduate: 2004

Secondary: Abellana National School, Cebu City

Year Graduated: 2008

College: University of San Carlos

Year Graduated: 2012 Bachelor of Arts & Science

**Major in Linguistics & Literature**

Skills & Abilities

* Ability to write clear, comprehensive and grammatically correct documents.
* Demonstrated skill in managing changes and maintaining flexibility in a variety of challenging environments.
* Ability to work in diverse teams and to communicate well with others.
* Have the ability coordinate meeting space and can handle event on planning issues.
* Willing to try new things and interested in improving efficiency on assigned tasks.
* Has hands-on experience with a range of computer applications especially Microsoft Office, Microsoft Office Excel and Microsoft Power Point.

Pre-Professional Experience:

Leadership

* Elected as Finance Head in school play and raised the required funds needed.
* Lead the School Organization as one of the Debaters in Argumentation and Debate versus the Political Science Department and won as the Best Debating Team.
* Completed the required Thesis Study regarding Bajau Jargons, Terminology and Kinship Terms and chosen as one of the Top Five Thesis Study specifically in Linguistic field under the Department of Languages and literature.
* Experience my On the Job Training as student-teacher in Literature under University of San Carlos.

Professional Experience:

* English as Second Language (Cebu Doctor’s University ESL Centre, April-August 2012)
* English as Second Language (QQ English, August - May 2013)
* Costumer Care Representative (Convergys, August – present 2014)

Character Reference

**Ms. Charity A. Tecson, Ph. D. (**Chair of the Department of Languages and Literature, 09223889583)

**Ms. Minerva R. Teves MA** (Faculty Member of DOLL and Thesis Panelist, 0920512320)

**Ms. Mary Ann P. Maliams M.A** (Faculty Member of DOLL and Thesis Instructor, 092233646258)