

## **Carl Joshua M. Cañizares**

Hills-View Village Tisa Cebu City

09239242676

mikelcanizares@gmail.com

### **Skills/Proficiency:**

Adept user of processor/spreadsheet/database tools (i.e. MS Word, MS Excel, MS PowerPoint) and Adobe Software.

Excellent verbal and written communication skills.

### **Competencies: Work Ethics and Values**

Demonstrates integrity in words, decisions & actions.

Critically takes accountability and responsibility of a given function or role.

Strictly adheres to company policies & procedures.

### **Business Acumen:**

Applies multi-tasking ability in every working situation to achieve maximum productivity for cost-effectiveness.

Flexible.

Goal Oriented.

### **Interpersonal Skills:**

Relates well to all kinds of culture to achieve a constructive & effective relationship.

## **Educational Background**

Bachelor of Arts in Graphics and Media  
Cebu Institute of Technology  
2012 - Present

Bachelor of Science in Architecture  
Cebu Institute of Technology  
2007-2009

Catering and Stewarding  
University of Cebu Lapu-Lapu Mandaue Campus  
2009- 2010

Secondary- Cebu Institute of Technology  
2002-2004  
Little Angels Montessori School of Cebu  
2004-2007

Intermediate- Punta Princesa Elementary School  
1996-2002

## **Working Experience**

Teletech Holdings Co.  
Technical Support Representative  
September 2010 – March 2011

Eperformax  
Team Member/Performance analyst in training  
March 2011 – June 2012

Langrich  
Part-Time ESL teacher  
November 2013 – March 2014

## **Personal Information**

Date of Birth October 5, 1989

Marital Status Single

Religion Roman Catholic

Citizenship Filipino

Age 23 yrs. old

## **Certificates**

Bureau of Quarantine Steward's Certificate

Ship Security Awareness

Basic Safety Training(SOLAS)

Crowd and Crisis Management for Personnel serving on board Domestic RORO

Commercial Cooking NCII

Certificate of Appreciation for being a Peak Leader

Most Improved Email Agent Award

Best Target Trainee Award

## **References**

Khallif L Cuyos

Performance Analyst

ePERFORMAX Contact Centers & BPO

3/F JY Square IT Center 1 & 3

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Performance Analyst

ePERFORMAX Contact Centers & BPO

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Mr. Kerwin Siao

School Registrar

Little Angels Montessori School Of Cebu

261-2850







