

**Arlene G. Doria**

Brgy. Budlaan Mabolo II, Talamban, Cebu City

09333376675

arlenedoria@yahoo.com.ph



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**JOB OBJECTIVE**

To be a part of your company and to offer quality service to your valued customers by sharing my talent and skills I have learned and gained from my study.

**QUALIFICATIONS**

- Have an acquired computer literacy.
- Speaks in both English and Filipino.
- Goal oriented and diligent.
- Comfortable working alone or as part of a team.

**PERSONAL BACKGROUND**

Gender : Female  
Civil Status : Single  
Religion : Roman Catholic  
Citizenship : Filipino

**EDUCATIONAL BACKGROUND**

2009-2013	Bachelor of Arts in Mass Communication Cebu Institute of Technology - University N. Bacalso Avenue, Cebu City
2005-2009	Secondary Education Cebu Institute of Technology - University N. Bacalso Avenue, Cebu City
1999-2005	Elementary Education Don Vicente Rama Memorial Elementary School

**OJT EXPERIENCE**

- Pilipinas Got Talent Season 3 and 4  
2011-2012 Production Staff
- X-factor Philippines  
2012, Production Staff
- TV5, Cebu  
2012 (first semester)
- PR Works  
2012-2013 (second semester)

**RECOGNITION**

- Dean's Lister, 2011

**WORK EXPERIENCE**

- Customer Service Associate – WIPRO BPO PHILS. INC.  
July 15, 2013 – March 18, 2014

**CHARACTER REFERENCE**

- Dr. Nona B. Suerte  
Dean, College of Arts and Sciences  
Cebu Institute of Technology – University  
N. Bacalso Avenue, Cebu City, 261-7741
- Mr. Dino O. Tabana  
College Instructor  
Cebu Institute of Technology – University  
N. Bacalso Avenue, Cebu City, 09164005767

I declare that the above information given are true and correct. I affix my signature as a proof.

Feb, 24 2014  
Date

Arlene G. Doria  
Name