

Sarah Jane O. Licardo

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Cebu City 6000, Philippines
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Objective:

Casting for a position to a well renowned company which best suit on my qualifications and enables me to grow while meeting the corporate goals.

Educational Background:

Collegiate

University of San Jose-Recoletos
Bachelor of Science in Business Administration major in General course
College of Commerce
Magallanes St., Cebu City
Cebu City 6000, Philippines
June 2010 – March 2014

On-The-Job Training

Department of Labor and Employment
Overseas Worker Welfare Administration (OWWA)
2nd flr., DOLE VII Bldg., Gorordo Ave. cor Gen. Maxilom Ave., Cebu City
Office assigned: Seafarer's Upgrading Program
June 27, 2013 – August 29, 2013 (166 hours)

Secondary

Mandaue City Comprehensive National High School (MCCNHS)
Plaridel St. Reclamation Area, Mandaue City
June 2006 – March 2010

Primary

Umapad Elementary School
Umapad, Mandaue City
June 2000 – March 2006

Skills and abilities:

- Been trained for System Application and Product (SAP)
- Master in MS Office works
- Fast in keyboarding skills

- Good in written and oral communication skills
- Can speak well in English and Filipino
- Can speak basic French Language
- Willing to be trained
- Hardworking
- Can do work with less supervision

Achievements:

- Consistent Dean's Lister 2010 – 2014
- First Place in the Investigatory Project Competition at MCCNHS

Seminars Attended:

"Human Resource Management"

USJ-R Main Campus, Business Incubator
August 31, 2013

"Logistic and Supply Chain Management"

USJ-R Main Campus, Room 301
September 14, 2013

"Breaking Barriers in Financial Management to attain Organizational Excellence"

USJ-R Main Campus, Center for Performing Arts
January 15, 2011

"Seminar on Business Ethics and Social Responsibility"

USJ-R Center for Performing Arts
August 25, 2012

"Current Trends on Investments"

USJ-R Masscom Studio
July 13, 2013

"Employability and Financial Literacy"

USJ-R Center for Performing Arts
September 28, 2013

AFFILIATIONS:

Junior Business Executive Associations (JBEA)

University of San Jose-Recoletos
College of Commerce
Member
2010-2014

Reserve Officer Training Corps Unit Training (ROTC)

University of San Jose-Recoletos Basak Campus

Basak-Pardo, Cebu City

Cadet

July 10, 2010-March 19, 2011

The Mathematics Teachers Association of the Philippines, Inc. (MTAP)

Department of Education – Mandaue City

Mandaue City Comprehensive National High School (MCCNHS)

Participant

2007

Reference:

Mrs. Ma. Elena M. Co

Department of Business and Entrepreneurship

Business Management Faculty Member

College of Commerce

University of San Jose-Recoletos

Magallanes St., Cebu City

Cell #: (922) 851-1107

Mr. Chris Rudyard Fruge Naval

Financial Consultant

Serviam Professionals

Unit 6, Ground Floor Geson Building

D. Jakosalem St. Cebu City

Philippine 6000

Cell #: (917) 790-8948

Ms. Jennibeth A. Villanueva

Senior, Audit & Assurance

Deloitte

7th Floor Ayala Life – FGU Center

Cebu Business Park

Cebu City 6000, Philippines

Cell #: (917) 724-1702

Philip Joy Rizado, LLB, DPA, DM

Commerce Faculty

University of San Jose-Recoletos

Magallanes Streets, 6000 Cebu City

Cell #: 09177005245