

**CHAVELI ANNE D. GIMENA**

21 -135 Rizal Street, Dumlog  
Talisay City Cebu 6045 Philippines  
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[chavelianne@gmail.com](mailto:chavelianne@gmail.com)



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**CAREER OBJECTIVE:** To enhance my knowledge and capabilities while achieving the firm's goals and objectives.

**EDUCATIONAL BACKGROUND:****COLLEGIATE**

Bachelor of Science in Business Administration  
University of San Jose-Recoletos  
Magallanes Street, Cebu City  
2010-2014

**SECONDARY**

Talisay Malayan Academy  
Poblacion, Talisay City, Cebu  
2006-2010

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**PERSONAL INFORMATION:**

Age : 20 years old  
Birthdate: September 22, 1993  
Gender: Female  
Health: Physically fit  
Height: 5'  
Weight: 46 kgs.  
Nationality: Filipino  
Status: Single  
Religion: Roman Catholic

**SPECIALIZATIONS:**

Internet Savvy, Photoshop, Advertising, Researching

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**SKILLS :**

Strong analytical and interpersonal skill  
Above average knowledge on marketing  
Excellent written communication skills and above average oral communication skills  
Computer Literate (MS Applications, Photoshop and the Internet)  
Average mathematical skills  
Can work under less supervision (and under pressure)  
Flexible with people and with changes  
Willing to learn and understand more  
Artistic and Creative

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**EXPERIENCE:**

On the job trainee at Securities and Exchange Commission

**AWARDS AND HONORS:**

Dean's Lister - SY 2010-2011: 1st & 2nd semester  
SY 2012-2013: 1st semester

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**AFFILIATIONS:**

Member, Junior Business Executive Association

**REFERENCES:**

Mrs. Younglin Hitutuane, MBA  
Business Plan Professor  
University of San Jose-Recoletos  
Magallanes Street, Cebu City  
09328866540

Mr. Gallardo Hilario Antonio E. Gulay  
Center for Religious Education Professor  
University of San Jose-Recoletos  
09228369199