

JANCESS ELIZDANNE F. LANGAOEN

Linusod, Beckel, La Trinidad, Benguet

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OBJECTIVE:

- To secure a work that offers professional growth and opportunity to upgrade my skills, improve my knowledge in the business management field, and to utilize these to bring invaluable contribution to the institution.

SKILLS & QUALIFICATIONS:

- Microsoft Office applications like Word, Excel, and PowerPoint
- Collaboration skill, has a lot of experience in working with others
- Work flexible, can adapt and willing to be trained

EDUCATIONAL ATTAINMENT:

Senior High School	Rizal National High School Pacdal, Baguio City	2022 - 2024
Junior High School	Eastern La Trinidad National High School Central Beckel, La Trinidad, Benguet	2018 - 2022
Elementary	Bekkel Elementary School Central Beckel, La Trinidad, Benguet	2012 - 2018

WORK EXPERIENCE:

- **Special Program for the Employment of Students (Barangay Hall)**
July to August 2022 and 2023
Central Beckel, La Trinidad, Benguet

TRAINING:

- **Effective Leadership and Guidance Seminar and Workstation**
September 2021
Eastern La Trinidad National High School

CHARACTER REFERENCES:

- **Mr. Jess Martin Siapno**
Senior High School Teacher
Rizal National High School
0908-733-8590
- **Ms. Wanda Casio**
Senior High School Teacher
Rizal National High School
0960-651-8982
- **Ms. Andrianne Mendiola**
Medical Doctor
Region 2 Trauma and Medical Center
0938-698-8389