



Feliz Jenine E. Fotchkine

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Objectives

- Seeking a position in Office and Online Job where my extensive experience will be further developed and utilized.
- Looking for a career position where professional experience and expertise will be regarded as a wealth of an organization

EXPERIENCE

Home 2 Home Properties Management, 1095 Felix Ave. #1-

Office Admin, Receptionist-Data Entry

February 2019-June 2019

AcadSoc, 1404, West Ave, Quezon City, 1104 Metro Manila, Philippines — Online Home Based ESL Teacher

April 2017-December 2018

City Engineer's Office, Iligan City, Lanao del Norte, Philippines — Office Assistant

2016-2017

Mindanao State University-Iligan Institute of Technology, Andres Bonifacio Ave, Iligan City, 9200 Lanao del Norte, Philippines — Office Assistant

June 2012- March 2014

EDUCATION

Mindanao State University-Iligan Institute of Technology, Andres Bonifacio Ave, Iligan City, 9200 Lanao del Norte, Philippines — Bachelor of Science teacher technology Education-Industrial Technology

June 2011- July 2017

SKILLS

*Office Assistant, Data Entry(microsoft word and excel), Communication, Extremely productive in a high volume, high stress, environment
Proficient in the use*

LANGUAGES

Filipino, English