

# John Joseph L. Villaflor

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San Juan City

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## OBJECTIVES

To obtain a position where my qualification and experience can be effectively utilized and share for the benefit and advancement of the company

## PERSONAL INFORMATION

Date of Birth: July 6, 1993  
Place of Birth: Manila  
Sex: Male  
Height: 5'7"  
Civil Status: Single  
Citizenship: Filipino  
Religion: Roman Catholic

## EDUCATIONAL ATTAINMENT

**Tertiary Education** : **Trinity University of Asia**  
E. Rodriguez Quezon City (2013-2020)  
Business Administration Major in Marketing  
Management

: **San Sebastian College Recoletos Manila**  
Business Administration Major in Marketing  
Management (2010-2012)

**Secondary Education** : **Aquinas School**  
San Juan City (2006-2010)

## INTERNSHIP

### **Office Assistant (ITMS-PNP) – June 2019 to November 2019**

- Managing file system
- Recording information
- Maintaining paperwork
- Updating paperwork maintaining documents and word processing

## WORK EXPERIENCE

- **I-Foods Group Inc.**  
Feb 2013 – May 2013  
Service Crew (peri-peri greenhills promenade)

## KEY STRENGTHS AND SKILLS

- Communication Skills
- Flexibility and Adaptability
- Learning Agility : Quick Learner
- Computer Literate
- Willing to work in a challenging, dynamic and schedule-shifting environment.

## CHARACTER REFERENCES

### **Jennifer L. Chua**

CEO (I-Foods Group Inc)  
Contact Number - 09175850306

### **Michelle Tarroza**

General Manger (Outcomm)  
Contact Number - 09175912451