

# MELIZA MARIE N. DE GUIA

## RELEVANT EXPERIENCE

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### **Citigroup Business Process Solutions (CITIBANK)**

*October 2019 - March 2020 | Customer Solutions  
Officer (US Retail Bank)*

- Handles US Debit Cards
- Trained for disputes
- Process of online banking transactions which include financial entries and Data maintenance.

### **Philippine Red Cross Headquarters**

*June 2018 - July 2018 | Intern/OJT*

- Human Resource Office
- Designated at the Payroll

## SCHOOL BACKGROUND

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### **Far Eastern University**

*AB International Studies  
2019*

- Member of Young Women's Christian Association - FEU Chapter (2018 -2019)
- International Studies Society - Events Attache (2018)

### **Diliman Preparatory School**

*(Secondary)  
2012-2015*

### **Diliman Preparatory School**

*(Primary)  
2006-2012*

## OBJECTIVE

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To leverage my skills and knowledge deeply in the field of International Studies and I am also aiming to be a diverse professional in the future, using my knowledge and skills in international studies and applying them to everyday life, so that myself and my future company would gain welfare to it.

## SPECIAL/ TECHNICAL SKILLS

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- Basic French both written and oral
- Proficient in both oral and written English
- Computer literate (Microsoft Office Applications)
- Competitive and Hard working
- Fast learner
- Trainable
- Result Oriented

## HOW TO CONTACT ME

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