

QUEENIE CLARO PANUGAO

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OBJECTIVES

To show and prove my abilities by accepting challenges, to gain experience in field of working and also claim the career ladder through continuous learning and commitment.

PERSONAL INFORMATION

Date of Birth : July 31, 1994
Place of Birth : Pasig City
Civil Status : Single
Height : 152 cm.
Weight : 4'11 ft.
Age : 28
Gender : Female
Name of Father : Francisco F. Panugao
Name of Mother : Lelybeth C. Panugao (deceased)

SKILLS

- Interpersonal skills and communication skills
- Computer literate
- Able to set priorities and meet deadlines
- Willing to work under pressure
- Can work in field
- Time Management

EDUCATION

TERTIARY

- HOLY TRINITY COLLEGE OF CAMARINES SUR
- BATO, CAMARINES SUR
- BACHELOR OF ELEMENTARY EDUCATION (BEED)

SECONDARY

- NABUA NATIONAL HIGH SCHOOL
- SAN MIGUEL NABUA, CAMARINES SUR

ELEMENTARY

- MANGGAHAN ELEMENTARY SCHOOL
- PASIG CITY

WORK EXPERIENCE

JOLIBEE CORPORATION

Service Crew

- Responsible for providing courteous and efficient food and beverage services to the customers.
- Present menu, take an order, suggest and recommend appropriately.
- Perform general housekeeping and cleaning duties.
- Attend to customers, supply them with foods and drinks according to their orders.

JOHN MICHAEL LEARNING CENTER

Assistant Teacher

- ▶ Assumed responsibility and accountability for classroom academic progress.
- ▶ Built and maintained a classroom culture in which students love learning.
- ▶ Developed learning material allowing children to solve problems, experiments, question and master concepts through active learning.
- ▶ Supervised children in a nurturing, family-like environment.

DAVIES PAINTS PHILIPPINES INCORPORATED

Admin Aide

- ▶ Execute broad clerical duties, usually on behalf of an organization leader.
- ▶ Keep documents and correspondence organized using paper and electronic filing methods.
- ▶ Utilize computers for word processing, spreadsheets, databases, and other applications.
- ▶ Fill out forms in accordance with corporate policies.
- ▶ And also do the computation of expenses for the product purchases.

REFERENCES

MRS. CECILLE DOMIQUILA
Teacher in John Michael Learning Center
Midtown Cainta Rizal

Ms. LYKA IGNACIO
Davies Team Leader

DECLARATION

I attest to the truthfulness of the above-mentioned information.


QUEENIE CLARO PANUGAO
APPLICANT