**DANICA S RICO**

**Address:** 1471 Blumentritt St, Sampaloc Manila

**Phone Number:** 09279179645

**E-mail:** icaiyberarico@gmail.com

**OBJECTIVE**

To obtain a position in an organization that will utilize my educational background and allow development of my abilities to their fullest potential

**EDUCATIONAL ATTAINMENT**

**Bachelor of Education** JUNE 2013-MAY 2015

EULOGIO AMANG RODRIGUEZ INSTITUTE OF SCIENCE

And TECHNOLOGY

**Secondary Education**

ESTEBAN ABADA HIGH SCHOOL March 2008 – June 2012

**Primary Education**

Laon Laan elementary school June 2003 – March 2007

Metro Manila

**PERSONAL INFORMATION**

* Birth Date : JUNE 01 1995
* Nationality : Filipino
* Civil Status : Single
* Religion : Roman Catholic
* Age : 25

**TRAININGS, SEMINARS ATTENDED AND CERTIFICATES**

TESDA NCII  
 (HOTEL RESTAURANT MANAGEMENT) AUGUST 2017- SEPTEMBER 2017

**WORK EXPERIENCE**

* ASSISTANT SECRETARY

ONE EARTH ORGANICS

MAKATI CITY  
(FEBRUARY 2018 – MARCH 2019)

**Personal Skills**

* Good communication skills.
* Excellent in time management.
* Problem Solving

**CHARACTER REFERENCES**

GRACIA RICO GALAMGAM

COMELEC (PERSONEL)  
09497635950

RIZALINA RIVERA RICO

COMELEC (LAW DEP.)

09562894517