



ARISHA LYRENN V. CERIA

CAREER OBJECTIVE

An early career professional who desires to strengthen her managerial skills and acquire new talents by joining a team that encourages growth and hard work. , I am enthusiastic about contributing my skills and learning mindset to a dynamic team. I seek an opportunity to collaborate with a forward-thinking organization that values innovation and growth, while offering opportunities for professional advancement.

CONTACT

Mobile number:

+63-930-737-1843

Email:

arishaceria@gmail.com

Address:

Purok 1 Brgy. Talortor Majayjay,
Laguna, Philippines, 4005

PERSONAL INFORMATION

Age: 24 years old
Sex: Female
Birthday: July 07,2000
Birthplace: Majayjay, Laguna
Civil Status: Single
Citizenship: Filipino
Height: 5'3
Weight: 57kgs
Religion: Roman Catholic
Language: Tagalog/English

EDUCATIONAL ATTAINMENT

> 2019-2023

Bachelor of Arts in Broadcasting

Laguna State Polytechnic University
Santa Cruz, Laguna

> 2018-2019

Bachelor of Science in Business Administration Major in Marketing and Human Resource

Laguna College of Business and Arts
Calamba, Laguna

> 2016-2018

Accounting, Business and Management

Senior High School at STI College
Santa Cruz, Laguna

SKILLS AND VALUES

- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Relationship builder with unsurpassed interpersonal skills.
- Proficient at MS Word, PowerPoint, Excel, CRM, Ameyo
- Highly adaptable, positive, resilient and always open to new ideas.

CERTIFICATE

> February 2023- April 2023

Rendered 300 Hours of Internship at
Provincial Capitol Santa Cruz, Laguna
Youth Development Affairs Office

WORK EXPERIENCE

> August 2023- March 2024

Collection Specialist at SPMadrid Associates and Law Firm Makati

- Collecting delinquent accounts such as credit card, personal loan, business loan from local banks such as BPI using BCRM, dialer and other tools to communicate clients through calls, sms, email and fieldman.

REFERENCE

Jovilyn Costuna
Supervisor
09997311142
hr-services@spmadrirlaw.com

I hereby certify that the above information is true and correct to the best of my knowledge and belief


Arisha Lyrenn V. Ceria
Applicant