

**ROSCHELLE ENMAS MALITAO**

# 24 Sisa Street, Brgy V, Lucena City

Mobile # +639276544399

Email [chelenmas@gmail.com](mailto:chelenmas@gmail.com)

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| PERSONAL DATA |

*Date of Birth* December 28, 1983

*Place of Birth* Lucena City

*Status* Married

*Height* 4’11”

*Weight* 98lbs.

*Languages* English/Filipino

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| OBJECTIVE |

To be the asset of the company, and apply all of my knowledge, skill and experience in any position where I can utilize for professional growth.

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| SPECIAL SKILLS |

Possess good communication and writing skills. Proficient in basic computer software and hardware systems. Hardworking, trustworthy, willing to learn, fast learner and able to work under pressure, can prioritize work schedules and manage time effectively.

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| ACADEMIC BACKGROUND |

**Southern Luzon Polytechnic College**

**(currently Southern Luzon State University (SLSU))**

Lucban, Quezon

Bachelor of Science in Business Management

Major in Entrepreneurial/Cooperative Management

2002-2006

**Quezon National High School**

Iyam, Lucena City

1997-2001

**Lucena East II Elementary School**

Lucena City

1991-1997

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| WORK EXPERIENCE |

**SITEL Phil., Inc.**

**American Telephone & Telegraph – Uverse (AT&T - Uverse)**

Ortigas Home Depot

One Julia Vargas Avenue, Pasig City, M.M.

**Real Time Analyst (RTA)**

November 2009 to January 5, 2010

**SITEL Phil., Inc.**

**American Telephone & Telegraph – Uverse (AT&T - Uverse)**

Ortigas Home Depot

One Julia Vargas Avenue, Pasig City, M.M.

**Technical Support Representative (Tier 1)**

January 5, 2009 to November 2009

**QUEEN MARGARETTE HOTEL Inc.**

Diversion Road, Brgy. Domoit, Lucena City

**F & B Auditor**

August 2008 to December 2008

**SRC-Lucena (Shoprite – Lucena)**

#95 C.M. Recto Street,

Brgy. VI, Lucena City

**Encoder**

April 2008 to August 19, 2008

**ADVANCE CONTACT SOLUTION, Inc.**

**(currently Alorica, Inc.)**

**Verizon Online DSL**

Gil Puyat cor. Tordesillas St. Makati City

**Technical Support Representative**

March 2007 to December 2007

**ADVANCE CONTACT SOLUTION, Inc.**

**(currently Alorica, Inc.)**

**MCI**

Gil Puyat cor. Tordesillas St. Makati City

**Customer Service Representative**

January 2007 to February 2007

**SOUTHERN LUZON POLYTECHNIC COLLEGE**

**(currently Southern Luzon State University (SLSU))**

Lucban, Quezon

**Swimming Instructor**

College of Business Administration

2003-2005

**Swimming Instructor**

Self-employed

2003-2005

**On The Job Training**

**UCPB-Centro Branch**

Quezon Avenue, Lucena City

**Student Trainee/Customer Service Station**

Summer 2005

**Jollibee Foods Corporation**

Lucena Branch 1

**Sales and Marketing Crew**

Quezon Avenue corner St. Ferdinand Street, Lucena City

April – October 2001

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| ORGANIZATIONS AFFLIATED |

**Management Society (MANSOC)**

Member

2002 - to Date

**SLPC Varsity Team**

Swimmer

2003 – 2006

**SLPC Laboratory Cooperative**

Shareholder/Commissioner on Election

2004 – 2006

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| REFERENCES |

**Melai Delos Reyes**

SITEL Phil., Inc.

Team Leader / Supervisor

One Julia Vargas Avenue, Pasig City, M.M.

**Kenneth Gonzales**

Advance Contact Solution, Inc.

Team Manager

Gil Puyat cor. Tordesillas St. Makati City

**Lolita Lukang**

UCPB

Ex. UCPB-Centro Branch Manager

St. Ferdinand Street, Lucena City