**ALIMBOYONG, RIZZA B.**

Zone-2 Pawa, Tabaco City

09096651237

[rizza\_alimboyong@yahoo.com](mailto:rizza_alimboyong@yahoo.com)

**OBJECTIVE**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

**EDUCATIONAL BACKGROUND**

**Tertiary :** E-Transcribe Educational System, Inc. (MTC Academy-Albay) 2013-2015

Benig Bldg., Gen. Luna St., Tabaco City

**Secondary :** Tabaco National High School 2012-2013

Panal, Tabaco City

**Primary :** Pawa Elementary School 2008-2009

Pawa, Tabaco City

**PERSONAL INFORMATION**

Birthday : December 21,1996

Birth place : Makati City

Age : 18 years old

Height : 5’0

Weight : 48 kgs.

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Language Spoken : Bikol, Tagalog, English

Mother : Alicia Alimboyong

Father : Roger Alimboyong

**SKILLS**

* Oriented in Microsoft Office Application such as:
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint
* Microsoft Office Access
* Oriented in Visual Basic 6.0

**REFERENCES**

**Ms. Mary Rose Basilla**

(MTC Marketing Assistant)

09487679133

**Ms. Shonalie Derit**

(MTC Asst. Registrar)

09078421704

**Mr. Danilo Carillo**

(Brgy.Captain)

Pawa, Tabaco City

I hereby certify that the information above are true and correct.

**RIZZA ALIMBOYONG**

Applicant