**DEBORAH D. RODRIGO**

0895 Brgy. Pooc, Santa. Rosa City

Mobile No. +639177074826/+639392355086

Email Add: [jinggayrodrigo@yahoo.com](mailto:jinggayrodrigo@yahoo.com)

[debbie@im.skubbs.com](mailto:debbie@im.skubbs.com)

**EDUCATION**

1998 – 1999 **UNIVERSITY OF PERPETUAL HELP SYSTEM-LAGUNA**

Bachelor of Science in Computer Science (BSCS)

1993 – 1994 **SYSTEM TECHNOLOGY INSTITUTE (STI)**

Computer Programming and Operations

Integrated Cobol Programming

1992 – 1993 **SANTA ROSA EDUCATIONAL INSTITUTION**

High School

1988 – 1989 **SANTA ROSA ELEMENTARY SCHOOL-CENTRAL I**

Elementary

**SPECIAL SKILLS AND CAPABILITIES**

Knowledge in MS Office, Word, Excel, etc.

Driving Manual/Automatic Cars

Non-pro License # -D04-09-006666

**WORK EXPERIENCE**

**SKUBBS INC.** Administrator

Unit K 4th Flr. Westgate Tower 1709 Investment February 10, 2015 - Present

Drive, Madrigal Business Park, Ayala, Alabang,

Muntinlupa City

**SUTHERLAND GLOBAL SERVICES** NA (Trust and Safety)

Sutherland Global Services, Philplans Corporate Customer Support

Center BGC Taguig City, TaguigAugust 8, 2012– March 10, 2013

Fo**r** e-Bay

**DYNAMIC LEAGUE DISTRIBUTORS INC.** Inventory Control & Credit

NCIC Brgy. Manggahan Gen. Trias Cavite Collection Clerk

Feb 23, 2012 – May 31, 2012

**LAKESIDE NEST REALTY INCORPORATED** Executive Secretary

Lim-Bell Business Center, Cabuyao, Laguna December 2000-June 2005

**UNITED COCONUT PLANTERS BANK (UCPB)**  Office Staff

Platero, Biñan, Laguna April – August 2000

**WTA** Office Staff

LISP 1 Cabuyao, Laguna October 1999 – March 2000

**OBJECTIVE**

To Contribute to the fulfillment of the goals of the company, while enriching and

honing my skills and abilities as a person and as an employee.

**PERSONAL BACKGROUND**

Nickname: Jing/Debbie

Age: 40 yrs. Old

Civil Status: Separated

Height: 5 ‘5

Weight: 110 Lbs.

Birthdate : June 13, 1976

Birthplace : Cotta, Lucena City

**REFERENCES**

Mr. Louie Hernandez

Team Leader

Sutherland Global Services

e-Bay NA Trust and Safety

0915-332-1965

Mr. Jun Valenciano

Senior Teller/Officer

United Coconut Planters Bank (UCPB)

Platero, Biñan, Laguna

0920-912-5597

Ms. Maricen L. San Luis

Executive Secretary

Lakeside Nest Realty Inc.

Cabuyao, Laguna

(049) 832-1882/0927-446-9080

Ms. Ronalyn L. San Gabriel

Medical Technologist

Megason Clinic

Santa Rosa, Laguna

(049) 837-3689