



ROXANNE JEAN D. VILLANUEVA

EDUCATION

Nueva Ecija University of Science and Technology - Graduate School

June 2016 – Present

Masters in Business Administration

Address: General Tinio St., Cabanatuan City, Nueva Ecija, 3100

Nueva Ecija University of Science and Technology

June 2011 – Oct. 2014

Bachelor of Science in Information Technology

Major in Programming

Address: General Tinio St., Cabanatuan City, Nueva Ecija, 3100

Bongabon National High School

June 2006 – Apr. 2010

Science Curriculum

Address: Brgy. Sinipit, Bongabon, Nueva Ecija, 3128

St. Francis of Assisi Diocesan School

June 1999 – Apr. 2006

Grade School

Address: Brgy. Sisilang, Bongabon, Nueva Ecija, 3128

JOB EXPERIENCE

Department of Education

Sept 2017 - Nov. - 2018

Administrative Assistant

Cabanatuan, Nueva Ecija

Philippine Rice Research Institute

Oct 2016 - Sept. - 2017

Science Research Assistant / Clerk III

Science City of Muñoz, Nueva Ecija

Lawndale Finance Company

Jan. 2016 - July 2016

Teller Compliance Officer

Cabanatuan, Nueva Ecija

PHONE

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EMAIL

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ADDRESS

#164 Purok 2,
Brgy. Macabaclay,
Bongabon,
Nueva Ecija, 3128

#11 Aganan St.
NIA Village, Tandang Sora,
Quezon City

Date of Birth: September 11, 1993
Place of Birth: Cabanatuan City
Nationality: Filipino
Civil Status: Single

SEMINARS & TRAININGS

Coding Bootcamp - Web Development

TUITT Philippines Inc.

Oct. 08, 2018 - Jan. 28, 2019

Finance Management and Organization Management

Philippine Rice Research Institute

Oct. 12 - 14, 2017

Information Systems Division Planning Workshop (2018 – 2022)

Philippine Rice Research Institute

Dec. 19 – 21, 2016

Strategic Marketing on Agri-agra Program

Lawndale Finance Corporation

July 22, 2016

PROFESSIONAL SKILLS

OBJECTIVES

- To obtain a career opportunity in an organization where I can relate my diversified background acquaintance and skills.

SKILLS

- Goal oriented
- Ability to work under pressure
- Willingness to learn new things

REFERENCES

LOWELL FUENTEBELLA

Tugatog, Bongabon Nueva Ecija
09154528395

EDGARDO CAMACHO

Pesa, Bongabon Nueva Ecija

ELAINE JOSHI

Science City of Muñoz, Nueva Ecija
09088698551

I declare that I have personally accomplished this Personal Data Sheet which is a true, correct and complete. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

ROXANNE JEAN D. VILLANUEVA

APPLICANT