

# ROWELA G. PERPETUA

## SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS APPLICANT

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## PROFILE

I am a person who focuses on achieving objectives and is enthusiastic about acquiring new knowledge and incorporating it into my daily life. During my time as a student secretary, I was responsible for tasks such as organizing and dispatching mail. My aim is to obtain useful experience while also assisting with my education expenses.

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## EDUCATION

### Bachelor of Science in Information System

Technological University of the Philippines | 2022-present

- Dean's Lister - First Semester
- GPA:1.67

### Science, Technology, Engineering, and Mathematics (STEM)

Emilio Aguinaldo College - Manila | 2020-2022

- Elected as SHS SSG Executive Secretary
- Grade 12 - Graduated With Honors
  - GWA: 93.75
- Grade 11 - Completed With Honors, ranked 22nd overall
  - GWA: 92.17

### Junior High School

Florentino Torres High School | 2016-2020

- YMCA scholar (2019-2020)
- Moved up With Honors
  - GWA: 92

### Primary School

Barrio Obrero Elementary School | 2010-2016

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills
- Self-motivated and open to quality and continuous improvement
- Exceptional versatility and adaptability

## EXPERIENCE

### SHS Supreme Student Government - Executive Secretary

Emilio Aguinaldo College-Manila | 2021-2022

- Ensure information is accurate and valid by creating and updating records.
- In charge of arranging and completing official school documents and meeting notes.
- Responsible for overseeing the social media account of the school's Student Government.
- Maintain records of both organizations and students.

### YMCA High School Scholar

- Taking part in YMCA's outreach programs and valuable events/seminars.
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