



CRISELLE M. TURAN

ABOUT ME

Currently a 1st Year College Student at Polytechnic University of the Philippines, taking Bachelor of Science in Office Administration. A problem solver that your company can rely on. Optimistic individual with leadership skills that can adapt to working environment.

OBJECTIVES

- I'm looking for a position as a receptionist where I can be given the opportunity to expand my knowledge and experience while also contributing to the company's success. To apply my interpersonal skills to accomplish the objectives and value the customer's satisfaction.

PERSONAL INFORMATION

Age : 19 years-old
Birth Date : January 5, 2005
Birth Place : Pasig City
Civil Status : Single
Gender : Female
Height : 153.4 cm.
Weight : 48 kg.
Nationality : Filipino
Religion : Roman Catholic

EDUCATIONAL BACKGROUND

● TERTIARY | 2023 - Present

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (TAGUIG BRANCH)

General Santos Avenue, Lower
Bicutan, Taguig City

● SECONDARY | 2017 - 2023

PRESIDENT DIOSDADO MACAPAGAL HIGH SCHOOL

8th Street GHQ Village, Barangay
Katuparan, Taguig City

● PRIMARY | 2011 - 2017

KAPITAN EDDIE T. REYES INTEGRATED SCHOOL

Barangay Pinagsama Village, Phase-2,
Taguig City

ADDITIONAL SKILLS

- Effective Writing
- Strong Communication
- Time Management
- Public Relations
- Excellent Organizational

CONTACT ME AT

☎ 0951-969-3401

✉ criselleturan61@gmail.com

📍 Blk-21 I.S.M. G.K Village,
Brgy. Pinagsama, Taguig City

ACHIEVEMENTS

- Consistent with Honor Student
- Work Immersion Performance Appraisal (with the weighted average of 3.40 that is equivalent to 95)
- Certificate of Completion for completing student work.
- Successfully completed a Research Study.

COMPUTER SKILLS

- MS Proficiency
- Excel
- PowerPoint
- Web Design

LANGUAGE

- Filipino
- English