



ELISHA YVONNE BERGAMO

CONTACT

- 0956 480 4489
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- 16 Road 6, North Daang Hari,
Taguig City

EDUCATION

Polytechnic University of the Philippines – Taguig

Bachelor of Science in Office
Administration
2023 – Present

Malinta National High School – Senior High

Accountancy, Business, and
Management
2021 – 2023

Canumay West National High School

2017 – 2021

Canumay West Elementary School

2013 – 2017

EM's Signal Village Elementary School

2011 – 2013

OBJECTIVES

To land a job that offers a stimulating learning environment where I can develop my abilities. For developing and putting into practice new ideas for the company's development and help a firm succeed overall.

SKILLS

Organizational Skills

- Efficiency in managing and handling paper works.
- Proven ability to thrive in collaborative environments.
- Skilled in budget analysis and allocation.
- Effective planner and organizer.

Communication Skills

- Capable of speaking and responding information appropriately.
- Ability to deliver information efficiently.
- Skilled in written communication with accurate grammar, punctuation, and formatting.
- Proficiently recognize and manage emotions and understanding different perspectives.

Time Management Skills

- Proven ability to identify and rank tasks based on importance and urgency.
- Effective allocation of time.
- Being flexible and adjusting plans in response to changing priorities or unexpected events.

REFERENCE

John Mark Burgos, Ph.D.

Malinta National High School – Senior High
Master Teacher I

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