



JOEL ELTAGON

OBJECTIVES

To obtain a position where I can enhance my knowledge, skills, and abilities. And ready to face any challenges and collaborate with people who can help me grow personally and professionally.

CONTACT



09562139903



joeleltagonnn@gmail.com



#19 A Reyes St., New Lower
Bicutan, Taguig City

PERSONAL DETAILS

- Age: 18
- Date of Birth: July 25, 2005
- Civil Status: Single
- Gender: Male
- Citizenship: Filipino
- Religion: Catholic
- Height: 5'2"
- Weight: 55 kg
- Filipino

LANGUAGE

- English
- Filipino

EDUCATION

TERTIARY

Polytechnic University of the Philippines
-Taguig Campus
Bachelor of Science in Office Administration
2023-Present

SECONDARY

Taguig National High School
Academic Track – Humanities and Social Sciences
2017-2023

PRIMARY

Ricardo P. Cruz Sr. Elementary School
2011-2017

SKILLS

Decision Making

- Set clear Measurement Priorities
- Applied analytical thinking to evaluate challenging situations

Time management Skills

- Managed daily and monthly schedules in order to avoid delays and balance workload.
- Employed strategies like time - blocking to keep attention on important tasks

Organizational Skills

- Maintaining records and files organized
- Effective Meeting coordinator

REFERENCE

Ms. Joyce Caringal

Taguig National High School - Educator

Phone : 09199631639