

Jhizelle B. Apuyan

✉ 201 Malolos Avenue, Bagong Barrio, Caloocan City

☎ 0977-8278458

✉ jhizelle.apuyan@gmail.com



OBJECTIVE:

To be able to enhance my knowledge and skills that would help me grow as an individual.

Work Experiences

Financial Advisor

Philam Life (March 2018-Present)

- Sells and promotes company products mainly Insurance and Investments

Customer Service Representative

Philcopy Corporation(July 2017-March

2018) • Provides administrative and logistical support to the company's branches nationwide.

- Seldom reports to the company's president with regards to branches' concerns with stocks and deliveries.
- Externally coordinates with different forwarders/couriers to ensure on time and safe delivery of stocks primarily multi-functional machines (copier-printer- scanner-fax in one).
- Receives call-ins (sales and service inquiries) and coordinate it with the concerned branch.

Division Clerk (Company Operations Div.)

Golden Donut's Inc. (July 2013- February 2014)

-Dunkin Donuts Phils.

- Provides administrative and logistical support to the company owned branches nationwide.

AWARDS/ RECOGNITION:

EXCELLENCE IN PURSUING ENTREPRENEURSHIP

-awarded last October 16, 2012

ENTREPRENEUR OF THE YEAR

-awarded last March 2013

EDUCATIONAL BACKGROUND:

- **POST-GRADUATE STUDIES**

Master in Business Administration
University of Caloocan City
(June 2018-Present)

- **COLLEGE LEVEL**

Bachelor of Science in Entrepreneurial Management
Polytechnic University of the Philippines (Sta. Mesa)
(2009-2013) -Graduate

- **SECONDARY LEVEL**

Manila Central University
(2005-2009)

- **PRIMARY LEVEL**

Manila Central University
(1999-2005)

ORGANIZATION/S:

- **ENTREPRENEURIAL STUDENTS SOCIETY**

VP for External Affairs (2012-2013)

CHARACTER REFERENCES:

PERSONAL INFORMATION:

Date of Birth: March 2, 1992

Birthplace: Manila

Age: 26

Nationality: Filipino

Gender: Female

Civil Status: Single

Height: 5'3"

Weight: 43 Kilos

LANGUAGE SPOKEN:

- Filipino
- English

CHARACTER REFERENCES**Jerald Engay**

Computer Programmer, Department of Education

09068758677

Quezon City

Dexter Manalo

Entrepreneurial Students' Society (Former President)

09274830620

Pasig City

Ysrael Lacsamana

Former Account Executive (Philcopy Corp.)

09159401086

Cainta, Rizal