

LORENCE YVETTE C. LORILLA

Block 17 Lot 39 Beige St. Camella North
Molino 3 Bacoar, Cavite
(0905) 8680630
Email: yvette.lorilla@yahoo.com



CAREER OBJECTIVE

To be a part of an Organization that will use my education, skills, and abilities to contribute to its success and attainment of its vision. It would also be interesting to meet different kinds of people to broaden my horizon.

PERSONAL INFORMATION

PERSONAL INFORMATION

Date of Birth	:	June 28, 1991
Nationality	:	Filipino
Religion	:	Roman Catholic
Language Spoken	:	Tagalog and English

WORK EXPERIENCE

SOUTH CITY HOSPITAL AND MEDICAL CENTER – Central Supplies Room Staff

115 Daang Hari Rd., Brgy. Molino 4, Bacoar, Cavite
July 08 2019 – August 09 2022

CONCENTRIX ALABANG- Customer Service Representative

Cyberzone Northgate Alabang – Zapote Road, Muntinlupa
December 6, 2018 – June 6, 2019

SUBARU ALABANG – Sales Representative

Tierra Nueva Subd. Alabang – Zapote Road, Muntinlupa
November 2017 – November 6, 2018

SUBARU ALABANG - Customer Relations Officer

Tierra Nueva Subd. Alabang – Zapote Road, Muntinlupa
August 2016 – November 6, 2017

AUTOMOTIVE ICON INC. - Receptionist

Alabang-Zapote Road, Filinvest Corporate City, Alabang Muntinlupa
February – July 2016

EGS (Expert Global Solutions) - Test Admin/Front Desk

Northgate Cyberzone, Alabang, Muntinlupa City
May 2014 - January 2015

EDUCATION AND TRAINING

University of Perpetual Help System DALTA – Molino

Bachelor of Science in Business Administration Major in Marketing Management

Molino Road, Molino 3, Bacoar, Cavite
2009-2013

INTERNSHIP

Recruitment Department

APAC Customer Services Inc. (Expert Global Solutions)
Northgate Cyberzone, Alabang, Muntinlupa City
November 2012 – March 2013

SEMINARS ATTENDED

- **Go Negosyo Youth Entrepreneurship Summit Caravan 2012**
August 24, 2012
University Gymnasium, Southern Luzon State University
- **Personality Development: Personal and Professional Effectiveness**
February 13, 2012
Function Hall, UPHSD – Molino
Bacoar, Cavite
- **5th Cavite Entrepreneurship Students Summit**
November 24, 2011
Provincial Gymnasium
Trece Martires City, Cavite

PERSONAL SKILLS AND COMPETENCE

- A fast learner and willing to be trained in new field assertive and able to stand pressure.
- Proficient in using MS Office (MS PowerPoint, MS Word, MS Excel, MS Publisher and Internet)
- Have a good oral communication.
- Flexible, adaptive, and a good team player
- Can easily assess in listening and reading understand as well as in writing and speaking interaction and production.
- Self- starter, initiative- does what needs to be done without being asked.

REFERENCES

Available upon request.

I hereby certify that the above information are true and correct to the best of my knowledge.

LORENCE YVETTE C. LORILLA