

CATHERINE JOY E. DELA CRUZ

Email : catherinejoyd2@gmail.com

Address: B7 L26 Jasmin Ts Cruz Almanza 2 Las Pinas

Contact : 09650 988 977



Career Objective

Obtain as a customer representative where I can use my exceptional interpersonal and communication skills to resolve customer issues and foster a positive relationship between the customers and the company.

Personal Background

Date of Birth : August 7, 1999

Place of Birth : Las Pinas City

Age : 23

Height : 4'11

Civil Status : Single

Citizenship : Filipino

Employment History

MATES SLEX San Miguel Corp, Calamba Laguna **4 months**

- Field Auditor
- Attention to detail

IGT Solutions , Customer Service Representative. Northgate Alabang **5 months**

- Airlines Account
- Data Base Management

Admin Assistant, JRMT Resources Corporation Logistics. **2 months**

Warehouse 5&6 Olivarez Warehouse Juanita Deleon St. San Dionisio Parañaque City

- Time keeping / Payroll
- Attention to detail

Customer Service Representative, Cyber Sigma Lawton Avenue Mckinley **4 months**

West Fort Bonifacio, Taguig City 1634 **24/7ai**

- Professional Phone Etiquette
- Data Base Management

SKILLS AND INTEREST

- Literate in computer
 - Basic knowledge in Ms word/sheet
 - Committed to work
 - Service oriented
 - Honest, trustworthy and punctual
 - Can adjust into a certain situation
 - Can work under pressure
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Education

COLLEGE

June 2018 – August 2022

BSBA Banking and Finance

Dr. Filemon C. Aguilar Memorial College
of Las Piñas City, Golden Gate 4 years

SENIOR HIGH

June 2016 – 2018

Accountancy Business Management Las Piñas
City National Senior High School – Doña Josefa
Campus, Josefa Avenue, Doña Josefa Village,
Almanza Uno, Las Piñas City

JUNIOR HIGH

June 2012 – March 2016

Ts Cruz National High School
CamiaRosal, Almanza Dos Las Piñas City.