



# Princess Elaine Joy S. Dizon

**Address:**

112 P. Burgos street 10<sup>th</sup> Avenue Caloocan City

**Contact Number:**

0915 215 8779

**Email Address:**

princesselaine.dizon@gmail.com

## Personal Information

Age: 26 years old.

Birthday: September  
24, 1998

Birth Place: Manila

Nationality: Filipino

Religion: Roman  
Catholic

Marital Status: Single

Languages: Filipino  
& English

## Skills

- Computer Literate
- Microsoft Office
- Hardworking
- Ability to work  
under pressure
- Willingness to learn
- Good  
Communication  
Skills

## Career Objective

To be able to use my skill and knowledge and to be part of a company where I can grow professionally and personally.

## Educational Attainment

**COLLEGE:**

University of the East-Caloocan  
# 105 Samson Road, Caloocan City  
Bachelor of Science in Business  
Administration Major in Financial  
Management  
SY 2015-2019

**SECONDARY:**

ST. JOSEPH SCHOOL  
# GAGALANGIN TONDO MANILA  
SY 2011-2015

**ELEMENTARY:**

CALOOCAN CENTRAL ELEMENTARY  
SCHOOL  
#P. ZAMORA CALOOCAN CITY  
SY 2005-2011

## Character References

### **Shanlee S. Florido**

Administrative Assistant II

National Library of the  
Philippines

09213662802 I  
shanflorido@gmail.com

### **Estela Maryz Filoteo**

Credit Review Officer

Metropolitan Bank & Trust  
Company

09662553233 I  
[leilafiloteo@gmail.com](mailto:leilafiloteo@gmail.com)

### **Alberto Orbe**

Documentation Assitant

Metropolitan Bank & Trust  
Company

09664283589 I  
Almysst@gmail.com

## Work Experience

- Trainee/OJT Social Security System (SSS)  
kalookan Branch  
Forward Group Bldg, 317 Edsa cor.  
Gen. Malvar Street. Caloocan city
- Collection Associate EastWest Banking Corporation  
9<sup>th</sup> Floor Rockwell Business  
Center Sheridan, Mandaluyong  
City  
August – October 2019
- Loans Processor Phillipine Business Bank  
350 Rizal Avenue cor. 8<sup>th</sup> Ave.  
Grace Park Caloocan City  
November 2020 – December 2021
- Documentation Assitant – Metropolitan Bank & Trust  
Company  
3/F CSU Caloocan Grace Park  
Center, 486 East Rizal Ave Ext,  
Grace Caloocan City  
May 2022



**Princess Elaine Joy S. Dizon**

**Applicant**