




Cressel C. Salazar

 0956-598-0282

 caraancressel@gmail.com

 1195 Sampaguita St., Bambang,
Los Banos, Laguna

Skills

- Organizational Skills
- Communication Skills
- Time Management
- Problem-Solving
- Technical Proficiency
- Customer Service and Client Relations
- Financial Knowledge and Expertise
- Financial Planning

Character Reference

Engr. Mat Wilson B. Ramos

President

0920-952-4412

Laguna Water District Aquatech
Resources Corporation

Engr. Enrique O. Gita

Chief Operating Officer

0919-065-9503

Laguna Water District Aquatech
Resources Corporation

Engr. Emil Q. Puerto

General Manager

0918-906-9870

Laguna Water District Aquatech
Resources Corporation

Objectives

To be able to work in a well-establish company and consequently practice, develop and enhance further my acquired knowledge and skills.

Experience

Executive Secretary III/Senior Officer III

KPMG R.G Manabat and Co.

KPMG Center, 6787 Ayala Ave 1226 Makati City

July 15, 2024 - Present

Executive Assistant

Laguna Water District Aquatech Resources Corporation

KM 65 Manila South Road, Maahas, Los Banos, Laguna

October 24, 2017 – July 12, 2024

Financial Advisor

Sunlife of Canada - Sto. Tomas, Batangas Unit

2/F Sun Life Philippines Client Service Center, Sierra

Makiling Building, KM 61 Maharlika Highway , Barangay San Antonio, Santo Tomas

October 17, 2017 - October 17, 2018

Business Processing Analyst

American Shared Services

The Paragon Bldg., Madrigal Business

Center, Alabang, Muntinlupa City

May 13, 2013 - October 18, 2017

Administrative Assistant/ Substitute Teacher

Morning Star Montessori School Inc.

Calamba City, Laguna

August 16, 2012 - April 1, 2013

Collection Specialist

Emerson Electric Asia Ltd.

San Miguel Properties Centre, Mandaluyong City

September 16, 2011 – March 12, 2012

Education

**Bachelor of Science in Commerce major in Business
Management with Entrepreneurship**

University of Perpetual Help System Dalta - Calamba

June 2006 – April 2011

Los Banos National High School

June 2002 – April 2006

Morning Star Montessori School Inc.

June 1996 – April 2002