

Gezelle B. Dungao

Phase 4 Package 1 Block 3 Lot 40, Bagong Silang, Caloocan City

Mobile No. : 09777615746

Email: giedungao04@gmail.com



WORK EXPERIENCE

ESL Tutor (Part Time)

Bibo Global Opportunity
Unit 2 17th Floor Tower 6789,
6789 Ayala Ave, Makati City
February 2019 – Present

Administrator

Christalyte Kiddie Learning Center Inc.
Phase 4 Package 1 Block 2 Lot 40 Bagong Silang
Caloocan City 1428, Philippines
June 2015 – Present

Office Assistant

Century Container Corporation
117 – 119 Quirino Highway Baesa
Quezon City 1106, Philippines
April 2015 – February 2017

Customer Service Representative

Manulife Financial
Manulife Bldg.. UP AyalaLand Technohub, Commonwealth Ave
Quezon City 1121, Philippines
November 2014 – February 2015

Customer Service Representative

Teleperformance
14th Floor Octagon Bldg.
San Miguel Ave., Ortigas Center, 1605 Pasig City, Philippines
Contact no: 2-632-9000
April 2013 – June 2014

EDUCATIONAL BACKGROUND

Bachelor of Arts in English Major in Broadcast Journalism

University of Caloocan City
Gen. San Miguel St., Sangandaan, Caloocan City, 2009-2013

INTERNSHIP

People's Television Inc. (PTV)

June 25- August 28, 2012

Department of Environment and Natural Resources (DENR)

April 17- May 25, 2012

SKILLS

Use of Microsoft Applications	Confident in the use of Word and PowerPoint in communications
Leadership, Facilitation Ability	I am continuously involved in applying these skills in the various endeavors of Lord Jesus Christ International Christian Fellowship
Communication Proficiency	Adept in Filipino and English

PERSONAL BACKGROUND

Birthdate: April 4, 1993
Civil Status: Single
Religion: Born Again Christian

CHARACTER REFERENCES

Ma. Hedda Myrrh Pocong
Personnel Assistant
117 – 119 Quirino Highway Baesa
Quezon City 1106
Contact no. 362-2200

Joanna Garcia
Supervisor, Corporate Desk
14th Floor Octagon Bldg.
San Miguel Ave., Ortigas Center, 1605 Pasig City, Philippines
Mobile: 09324494989

Bernadette Bobis-Enriquez
Dept. Head University of Caloocan City
San Miguel St., Sangandaan, Caloocan City
Mobile: 09228096187