



BIANCA CRISTINE C. MONARCA

22 Sto. Rosario Ext. Brgy. Plainview, Mandaluyong

09087712449 / 09975330803

bianca.cristine1103fmb@gmail.com

PERSONAL INFORMATION

Date of Birth : 02/04/1991
Sex : Female
Civil Status : Single
Nationality : Filipino
Height : 5' ft.
Weight : 45 kg.
Languages : Filipino and English
Passport No. : P5159178A
SSS No. : 35- 0593540 - 5

EDUCATIONAL BACKGROUND

Access Computer College, 2007-2012

B.S. Information Technology-Recto, Manila

St. Blaise Community Academy, 2003-2007

San Luis, Batangas

Bonliw Elementary School, 1996- 2003

Bonliw San Luis Batangas

TRAININGS/SEMINARS ATTENDED

Personal Branding Powered by Image and Cavity- UCPB Makati, Phil.

Basic Supervisory Workshop-
UCPB Makati, Phil.

Business Administration Society-
Access Computer College

CHARACTER REFERENCES

Felix Bongoyan, Credit CI Asst. Manager-UCPB
09283803503 / felixbongoyanjr@gmail.com

Marvin Pagkaliwagan, Agent - St. Peter plan
09475736171

Michael Calimbahin, Section Head -UCPB
09188243450

CAREER OBJECTIVE

To pursue a career in a progressive company that will provide opportunities to draw upon my knowledge, experience and strengths for mutual benefits.

SKILL HIGHLIGHTS

- Detail oriented, meticulous, and results-driven.
- Ability to operate in a fast paced environment and perform multi-tasking efficiently.
- Excellent communication skills.
- Strong interpersonal and problem solving abilities.
- Ability to work with minimum supervision.
- Sincere person with high sense of responsibilities.
- Exhibits a sense of urgency when necessary.

WORK EXPERIENCE

POSITION : OFFICE STAFF

- **UCPB Corporation**
7907 UCPB Corp. Office Makati City
April 2015 - Present
- **Gibi Shoes Corporation**
Erano Manalo, Cepeda st. 98 E. Rodriguez Ave, Marikina
June 2012 - Feb 2015

DUTIES AND RESPONSIBILITIES

- ✚ Handle incoming calls and other communications.
- ✚ Greet clients and visitors as needed.
- ✚ Update paperwork, maintain documents and word processing.
- ✚ Help organize and maintain office common areas.
- ✚ Perform general office clerk duties and errands.
- ✚ Create, maintain, and enter information into databases.
- ✚ Perform other related duties as assigned by the management.

I hereby declare that the furnished information is correct up to my knowledge and bear the responsibility for the correctness of the mentioned particulars.


BIANCA CRISTINE C. MONARCA
Applicant