

# Alana Janielle E. Gorzon

I am profoundly computer educated, capable in Microsoft Word, Powerpoint, and Excel. I am conversant in English, either verbal or composed. My objective is to seek a full-time job within your company in exchange to be a valuable asset.



## EXPERIENCE

### Takahagi Shiritsu Akiyama Junior High School, Ibaraki Prefecture, Japan

2020-2021

- English Teacher

### Sakura Currency Exchange Dotonbori, Dotonbori, Nanba, Osaka City, Japan

—Part time

- Counter Clerk
- Keep records of transactions
- Set up cash drawers

### Philippine Explorer, SM City San Lazaro — Internship

2017-2018

- Responsible for advising clients about suitable travel options by their needs, wants, and capabilities.
- Organized plan trip itineraries and make travel arrangements for clients.
- Book reservations for travel and special events.

## NON-PROFIT WORK

### UST Model ASEAN Meeting - Logistics Staff

Mar 2019- Mar 2019

- Responsible for planning, execution, and monitoring of supply chain operations in an organization.

### UST Model United Nations- Food Committee Head

Jun 2018-Feb 2019

- Its role is to come up with its own menu for the event.

## INFO

### ADDRESS

823 Valencia St Sampaloc Mla.  
Brgy. 460

### NATIONALITY

Filipino

### DATE OF BIRTH

March 29, 1999

### PHONE

+639669461626

### EMAIL

alanagorzon@gmail.com

## SKILLS

Self-driven person and confident in handling conflicts and issues.

Well-organized and hard-working person.

Analytical Skills.

Social Research.

Relationship Management.

Acade

## LANGUAGES

English, Tagalog, and Japanese

## EDUCATION

**Dominican School, Lacson St., Manila — *Elementary School***

2005 -2011

**University of Santo Tomas Pay high school, Espana, Manila — *High School***

2011-2015

**University of Santo Tomas, Espana, Manila — *College***

2015-2019

Faculty of Arts and Letters  
Bachelor of Arts Major in Asian Studies

**Osaka YMCA Japanese Language School, Tennoji Ward, Osaka,  
543-0054, Japan**

2019-2020

## REFERENCES

AVAILABLE UPON REQUEST