

RIZZA GARCIA QUILIZA

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📞 9503966152

📍 Blk.51 Lot 27 Fatima St.Kapayapaan Ville. Sitio Palao Brgy.Canlubang, Calamba City Laguna



Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust with responsibilities and challenges.

Personal Details

Date of Birth : 11/13/1997

Marital Status : Single

Nationality : Filipino

Age : 24

Education

2004-2010 **Calzada Elementary School/ Calzada Mabini Pangasinan**
Elementary
Graduated

2010-2014 **Riverview High School/Mabini Pangasinan**
Secondary
Graduated

2014-2018 **PASS College/Alaminos City Pangasinan**
Bachelor in Elementary Education
Graduated

Experience

June 2018 -
September 2018 **Practice Teacher**
Alaminos City Central Elementary School

- Plan,prepare and deliver instructional activitied that facilitate active learning experiences.
- Develop schemes of work and lesson plan.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for classroom activities.
- Provide variety of learning materials and resourcesfor use in educational activities.

March 2019 -
December 2019 **Account Officer**
BHF Corporation /Alaminos City Pangasinan

- Takes care of the financial book keeping and records of an organization.
- Duties also include recording transactions , payments and expenses and processing invoices.
- Supervise , monitor and satisfy customer needs.

January 2021 -
June 2021

Factory Worker/Machine Operator

PSMC (Hsinchu Taiwan)

•Responsible for performing various tasks to set up, operate, monitor, troubleshoot and perform preventive maintenance on assigned machines.

September 20,2021
- February 2022

Royal Cold Storage/Office Staff(IA Processor)

Cabuyao Laguna

•Responsible of documents(processing, filling,validating,and system monitoring)

Skills

■ Multi-tasking ■ Flexible ■ Computer Literate ■ Academic writing ■ research ■ editing ■ Time management

■ Microsoft office Word ■ Microsoft office Excel ■ Microsoft office Powerpoint

Reference

Dr.Gloria Alegre - "Guidance counselor"

PASS College Alaminos City Pangasinan

09183843627

Leonides Lilio - "Branch Manager"

BHF Appliance Corporation Alaminos City Pangasinan

09506371545



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