

Maria Eloisa Dela Cruz Talplacido

5446 Curie St., Palanan Makati City
Philippines 1235
Phone No.: (63) 8840-0234
Mobile No.: (63939) 925-5514
Email Add: eloisadtalplacido@gmail.com



PERSONAL INFORMATION

Permanent Address : 4616 Casino St.,Palanan, Makati City,Philippines, 1235
Birthdate : September 07, 1997
Birth Place : Makati City, Manila
Height : 5'0 ft.
Weight : 110 lbs.
Sex : Female
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Talplacido, Gina Dela Cruz
Relationship : Mother
Permanent Address : 4616 Casino St.,Palanan, Makati City,Philippines, 1235
Tel. No. : (63) 936-338-1725

DEPENDENTS:

Daughter: Salvador, Aiyana Gail Talplacido Birthday: March 17, 2017
Birth Place: Makati City
Occupation: None

BROTHERS / SISTERS

Brother: Talplacido, Gilo Dela Cruz Birthday: July 12, 2000
Birth Place: Makati City
Civil Status: Single
Occupation: Government Employee

Sister: Bautista, Christine Talplacido Birthday: November 18, 1994
Birth Place: Makati City
Civil Status: Married
Occupation: Receptionist

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
School: Palanan Elementary School Address: Palanan, Makati City Philippines	2004-2010
Secondary	
School: San Antonio National High School Address: San Antonio, Makati City Philippines	2010-2014
Senior High School	
School: University of Makati Address: JP Rizal Extension Makati City Philippines	2014-2016
College	
Course: Bachelor of Science in Business Administration Major in Marketing Management (undergrad) School: University of Makati Address: JP Rizal Extension Makati City Philippines	2016-2017

EMPLOYMENT HISTORY

Position: Secretary
Company: Capital storage Facilities Corporation.
Address: 9th Floor Paseo de Roxas, Makati City
Date: June 2019- Present
Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for taking notes and scheduling meetings.
- Responsible for reminding the executive of important task and deadlines.
- Responsible for conducting research in behalf of the executive.
- Responsible organizing the Executive's personal commitments for bank transactions, including Doctor's appointments.

Position: Receptionist
Company: Grooming Legends Barbershop
Address: Bautista St., Palanan Makati City Philippines
Date: March 2018- January 2019
Reason for Leaving: Company Downturn

Job Description / Duties and Responsibilities:

- Responsible for greeting customers.
- Responsible for assigning barbers for the customers.
- Responsible for supplying customers with refreshment as they wait.
- Responsible for Bookings and Appointments.

