

CARMELA BERJA CUBILLA

#15 Atis st Capri Novaliches Quezon city

Contact No.: 0916-996-7818

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OBJECTIVE:

To obtain a competitive position that will utilize my experience and to enhance my skills in public relations and social interactions

SKILLS:

- Knowledgeable in MS Office Applications such as MS Word, Excel and PowerPoint
- Knowledgeable in giving medical assistance

WORK EXPERIENCE:

1. **A&S Syphoning Services (2012)**
Tacloban City
 - Secretary
2. **ELM – Ortho Dental (2014)**
Las Piñas City
 - Secretary
3. **SSIS Shelves and Storage Equipment (2015)**
Parañaque City
 - Sales Coordinator
4. **2GO EXPRESS (2015 - 2018)**
Domestic road Pasay City
 - Office Staff
5. **Cobankiat Hardware Phils. (2018 - 2021)**
Parañaque City
 - Team Leader (Inbound and Outbound)

PERSONAL INFORMATION:

Place of Birth	:	Brgy. Amahit Barugo, Leyte
Date of birth	:	August 28, 1990
Age	:	30 years old
Citizenship	:	Filipino
Religion	:	Catholic
Civil Status	:	Single

EDUCATIONAL ATTAINMENT:

Tertiary : **Eastern Visayas State University (EVSU)**
Tacloban City
Course : *Bachelor of Science in Business Administration*

Secondary : **Gregorio C. Catenza National High School**
Tunga, Leyte

Primary : **Banaba South Batangas City**
Batangas City

CHARACTER REFERENCES:

Joana Sengson
Parañaque City
Team Leader
0963-154-2340

Jessica Leonida
Las Pinas City
Logistic Supervisor
0956-440-4863

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST
OF MY KNOWLEDGE

CARMELA B. CUBILLA
Applicant