



## ELWIN JOYCE V. BRAVO

### Permanent Address:

Pinagbuhatan, Pasig City

Contact #: +639812791496

### Email:

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## AFFILIATION AND CERTIFICATE

- SMART Android Apps Development for Beginners  
Feb to Mar. 21, 2021
- Providing Housekeeping Service  
Mar. 1 to 19, 2021
- Certificate in Commerce and Business  
Jan. 4 to Feb. 18, 2021
- TESOL certificate  
November 2021
- Introduction to Food Processing  
Oct. 30, 2022

## CHARACTER REFERENCE

- Desiree U. Uy  
VP of Cyberage Construction Corp. - +639178153377
- Monicris Dumanao  
Accounting  
President of Cyberage Construction Corp. - +639999381178

## OBJECTIVE

Organized and motivated, college graduate seeks an entry level HR position to utilize high level communication skills, leadership abilities knowledge of federal regulatory practices.

## WORK EXPERIENCE

### Empire Macarons

2010 - 2014

Sales Lady/encoder - Festival Muntinlupa Alabang, Philippines

- Selling dessert and daily inventory at the store
- Encoding the voucher at the office for the macaron's buyer every weekends

### CDO foodsphere

2015 – 2017

Merchandiser – Jayniths/Rustans Supermarket Pasig City, Philippines

- Selling, report and inventory the stocks in the store every day
- PO the damage product and report

### OFW in China

March 2017- July 2022

- Helping the students with their homework
- Accompany them in their activities.
- Teaching them in all subject areas, including sports

### Cyberage Constructions Corporation

Sep. 28, 2022 to Present

HR/accounting assistant

- Initial interview with the applicants
- Compiling the 201 files
- Preparing the Contract
- BIR filling
- Finding workers and Engineer
- Visiting the sites, bring the contract and sign by the workers
- Making a disciplinary action to the employee
- Answering queries
- Job advertisement in social media (facebook, jobstreet & indeed)

## EDUCATIONAL ATTAINMENT

### PRIMARY: Arinda elementary school

Brgy. Arinda Taytay Rizal (Diploma) 2005-2006

### SECONDARY: Antonio C Esguerra Memorial National High School

Brgy. Taytay Rizal (Diploma) 2008-2009

### TERTIARY: Infotech Institution of Arts and Science

Kapasigan, Pasig City Information Technology (Undergrad) 2011

### Pamantasan ng Lungsod ng Pasig

Alkalde Jose St., Kapasigan Pasig City  
Bachelor of Science in Computer Science major in Programming (Undergrad) 2011-2013

### Arellano University

2600 Legarda St., Manila Philippines  
Bachelor of Arts in Psychology (Graduate) April 2022

**I hereby certify** that the information above is true and concerned to the best of my knowledge and belief.



**Elwin Joyce V. Bravo**