

Anarose Orden Urmaza

175-A Lower East Pias, Camp 7, Baguio City 2600

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Anaurmaza
ANAROSE O URMАЗA

PERSONAL INFORMATION

Permanent Address : Block 4 Lot 27 Woodcrest Subd. Tagaran, Cauayan City, Isabela, Philippines 3305
Birthdate : April 23, 1999
Birth Place : Cauayan City, Isabela
Height : 5'2 ft.
Weight : 154 lbs.
Sex : Female
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Orden, Rosemarie De Guzman
Relationship : Mother
Permanent Address : Block 4 Lot 27 Woodcrest Subd. Tagaran, Cauayan City, Isabela, Philippines 3305
Tel. No. : (63) 926 670 5439

EDUCATIONAL BACKGROUND

Elementary

School: Centro De Cultura Inc. 2004-2010
Address: Cauayan City, Isabela

Secondary

School: Centro De Cultura Inc. 24010-201
Address: Cauayan City, Isabela

College

Course: Bachelor of Science in Business Administration 2014-2018
Major in Marketing
School: Saint Louis University
Address: Baguio City, Benguet, Philippines 2600

EMPLOYMENT HISTORY

Position: Administrative Assistant
Company: Baguio General Hospital and Medical Center
Address: Baguio City, Benguet, Philippines 2600
Date: July 2022 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Organizes all communication management, which includes internal routing and dispatching of communications.
- Maintains and organizes the archiving of files and documents of the office.
- Handles and produces all DTRs, Leave Forms, Quality Operating Procedures and other documents or reports needed to be accomplished monthly concerns.

Position: Administrative Clerk

Company: Philippine Military Academy

Address: Fort Gregorio Del Pilar, Loakan, Baguio City, Philippines

Date: June 2021 – June 2022

Reason for Leaving: Finish Contract

Job Description / Duties and Responsibilities:

- Plans and coordinates on all matters pertaining to communication management, which includes internal routing and dispatching of communications.
- Plans and implements budgetary and logistical concerns of the office.
- Maintains records of all supplies, equipment, resources and assets of the office.
- Maintains and organizes the archiving of files and documents of the office.

Position: Social Media Representative

Company: Edge Computer Technologies

Address: Baguio City, Philippines

Date: September 2020 – May 2021

Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Creating and maintaining client relationships
- Responsible for planning, implementing and monitoring the company's Social Media strategy in order to increase brand awareness, improve Marketing efforts and increase sales.
- Designs, builds and creates documents, catalogs and quotations for private companies and government sectors.

TRAININGS / SEMINARS ATTENDED

- Entrepreneurship For All Massive Open Online Course (MOOC) - Beehive co-funded by the ERAMUS+ Programme of the European Union
- Administrative Skills (Short Online Course) – eLearning College
- Administrative Support, Executive Assistant Skills, and Essential Management Skills for the Workplace (Short Online Courses) – Alison College

SPECIAL SKILLS / INTERESTS

- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Reading

CHARACTER REFERENCES

GLORY S. DREQUITO

Professor
Saint Louis University, Baguio City
0919-449-4204

AMENITA BELLO

Human Resource Supervisor
Philippine Military Academy
0912-887-0387

CPT CHRISTIANNE JASON S AMADEO PROF

Academic Staff, Headquarter Academic Group
Philippine Military Academy
0968-788-8026


Applicant's Signature