

Glaiza Asilo- Bustos

#49 San Antonio, Agoo, La Union

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+63 929851.4013

glaizabustos@yahoo.com



OBJECTIVE

To obtain a full time position that will enable me to use my skills, educational background, experience, increase benefits of my family, ability to work well with people and the opportunity to help the company advance efficiently and productively.

PERSONAL INFORMATION

Date of Birth : August 14, 1984
Place of Birth : Agoo, La Union
Civil Status : Married
Sex : Female
Height : 5'0' ft
Weight : 48 kgs
Citizenship : Filipino
Religion : Roman Catholic
TIN Number : 264-626-965
GSIS Number : 021-1108-9292-9
Phil Health Number : 05-025190166-7
Pag-ibig number : 9112-320-5929

EDUCATIONAL BACKGROUND

Tertiary : **Bachelor of Science in Business Administration**
Don Mariano Marcos Memorial State University
(Open University System)
San Fernando, La Union
2019-2022

Diploma in Agriculture Technology
Don Mariano Marcos Memorial State University (SLUC)
Rosario, La Union
2001-2003

Secondary : President Elpidio Quirino National High School
San Agustin East, Agoo, La Union
1997-2001

Primary : Agoo West Elementary School
Agoo Central, Agoo, La Union
1991-1997

WORK EXPERIENCES

Administrative Aide III

Local Health Unit
Agoo, La union
July 2010 to present.

Data Encoder

Philippine Statistic Agency
Agoo, La Union
July 2007

SKILLS

- ✓ Proficient in Microsoft Office Application
- ✓ Microsoft word
- ✓ Data Encoding
- ✓ Power point application
- ✓ Multi-tasking
- ✓ Executive and Administrative support
- ✓ Time management

CERTIFICATES/ AWARDS RECEIVED

- ✓ Food and Beverage NC II
- ✓ Fire Volunteer (Agoo Fire Station)
- ✓ Red Cross Volunteer

TRAININGS/SEMINARS ATTENDED

- ✓ Department of Tourism

CHARACTER REFERENCES

Stefanie Ann Y. Eriguel-Calongcagon

Municipal Mayor

Agoo, La Union

0917.560.2174

Irene E. Boado

Human Resource Officer

Agoo, La Union

0917.593.0750

Lily Grace B. Ulats

Nurse

Clark, Pampanga

0995.276.3898