



Jackilyn R. Castrence

📞 09507828464

✉ jackilyncastrence17@gmail.com

📍 #1238 Baltazar St. Sta. Rita, Olongapo City, Zambales

Personal Info

Birthdate: March 17, 1977

Civil Status: Married

Gender: Female

Citizenship: Filipino

Religion: Catholic

Objectives

To obtain a position in the Company where I can maximize my management skills, and enables me to make a positive contribution to the organization

Skills

- Good Communication Skills
- Computer Literate
- Strong Negotiation Skills
- Can deal with all levels of people
- Can work under pressure
- Flexible and trainable
- Openness and eager to learn

Reference

Mr. Roger V. Idos, DBA
 College Instructor
 Gordon College, Olongapo City
Phone: 0945 467 8388

Mr. John Angelo Diwa, MBA
 College Instructor
 Gordon College, Olongapo City
Phone: 0917 775 6437

Ms. Merlin A. De Gracia, MMBM
 BSBA Coordinator & College Instructor
 Gordon College, Olongapo City
Phone: 0915 482 0937

Work Experience

2018 - Admin / Purchasing Staff

- Present
- Southcoast Metal Ent. Subic, INC.
 - Lot 27 #13 Innovative St. Corner Commitment St. SBGP, PI, Subic Bay Freeport Zone, Olongapo City

2017 - On call secretary

- Present
- RVP Bookkeeping Office
 - 123 Irving St. East Tapinac Olongapo City

2001 - Independent Wholesaler

- Present
- Marikina Shoe Exchange
 - Lot 5 Mc. Arthur Highway, Barangay Tabang, Plaridel Bulacan

1998 - Dealer/ Agent

- Present
- Avon Direct Sales
 - #8 Anonas St. East Bajac - bajac, Olongapo City

April 4, 2017 - May 26, 2017 Promo and Marketing (OJT)

- Business and Investment Department for Logistics
- Rm.120, Bldg.225 Dewey Avenue Subic Bay Freeport Zone, Philippines

1995 - 1999 Sewer

- Good Speed Garments Corporation
- Bldg. 305 Canal Road, Subic bay Metropolitan Authority

Education

2013-2017 **Bachelor of Science in Business Administration Major in Marketing Management**
 Gordon College

1990-1994 **Secondary Level**
 Bonifacio Camacho National High School

1984-1990 **Elementary Level**
 Tomas Pinpin Memorial Elementary School

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

Jackilyn R. Castrence
Applicant