



(Updated: 8-27-2022)

JANE CLAIRE YAP

PERMANENT ADDRESS: 56 Garnet St. Sto Niño Matina Crossing
Davao City

CURRENT ADDRESS: 56 Garnet St. Sto Niño Matina Crossing
Davao City

EMAIL: janecyap21@gmail.com

MOBILE NUMBERS: 09261075978

JOB OBJECTIVES

To contribute my knowledge to the growth of the company, agency or institution with a deep sense of responsibility, integrity, and professionalism and acquire further development to enhance my ability in the field of work.

EDUCATIONAL BACKGROUND

SCHOOL	YEAR ATTENDED
SECONDARY EDUCATION ✓ Lupon Vocational High School Cambing Baratua, Poblacion, Lupon Davao Oriental.	2012-2018
ELEMENTARY EDUCATION ✓ Tagugpo Elementary School Purok 1 Tagugpo, Lupon, Davao Oriental	2006-2012

WORK/ ORGANIZATIONAL

EXPERIENCE

Call Center Agent

- ✓ A Friendly call center agent with 1 year experience. Seeking to use proven skills in problem solving and communication to provide expert service to Outdoor Research customers.

SKILLS

*(Proficiency: Advanced- Highly Experienced; Intermediate- Familiar with all the basic functionalities;
Beginner – Just started using or learning the skill)*

SKILL	YEARS	PROFICIENCY
Cookery – Food	1	Beginner
Beverages Service Bread	1	Beginner
Pastries Production	1	Beginner
Takjng calls	1	Advanced

CHARACTER REFERENCES

1. Marvin Paslangan 09674029943
2. Orlan Gabriell Tulayba 09474412780
3. Michelle Sordilla 09917222614

PERSONAL INFORMATION

Name Jane Claire Yap
Age 22
Gender Female
Status Single
Address 56 Garnet St. Sto Niño Matina Crossing Davao City
Birth date May 04, 2000
Birth Place Purok 1 Tagugpo, Lupon, Davao Oriental
Religion Catholic

Height	4'11"
Weight	55 kg
Language	Filipino, English, Visayan

CURRICULUM VITAE