

# Rochell N. Formalejo

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## Objective:

To obtain any challenging position, where I can use my skills and education and to be a part of a prestigious company to enhance my knowledge and capabilities.

## Skills:

Works well in a team, self-disciplined, hard-working, good social skills, desire to learn beyond current rule, ability to adjust schedule for work overtime and driving 4-wheeled vehicles.

## Educational Background:

Bachelor of Secondary Education, Major in English

Partido State University

Goa, Camarines Sur, Philippines

April, 2001

## Experience:

Administrative Assistant

Father and Sons Multi-Resources Ventures, Inc.

Rizal St., Goa, Camarines Sur

From 2017 – 2019

## Seminars/Trainings Attended:

- ❖ Introduction to Caregiving – October 2022
- ❖ Introduction to Front Office Services – October 2022
- ❖ Basic Computer & Network Concept with Open Office.org Training – November 2006
- ❖ Poverty Mapping Orientation Seminar – June 2006
- ❖ SEPPS: LGU Database for Electronic Governance –April 2004