

STEFANIE LEIN M. BENITEZ

#49 Sampaguita St. Jem Subd., Parang, Marikina City

Mobile Number: +63 915 675 2232

[Email: benixstef@gmail.com](mailto:benixstef@gmail.com)



OBJECTIVE:

To work in a company where I can further enhance my skills and have an opportunity to handle bigger responsibilities and to play a role in the continuing success of the company.

EDUCATION:

Elementary Education:

Parang Elementary School

2002-2009

Secondary Education:

National Christian Life College

2009-2014

Tertiary Education:

World Citi Colleges

BS Psychology

2014-2018

ON-THE-JOB TRAININGS

Estrellas Nex-Care Custodial Psychiatric Facility

#177 Kamias Rd. Extension Brgy. Quirino 2-C; Quezon City, Philippines.

June, 2017

World Citi Colleges Quezon City

#960 Aurora Blvd., Quezon City

November, 2017

World City Medical Center

#960 Aurora Blvd., Quezon City

May, 2018

WORKING EXPERIENCE

Vector Electrodynamics Technologies, Inc.

Veti Bldg., Santan St., La Colina village, Fortune, Marikina City

Admin Staff/Human Resource Staff

June 2018 – February 2019

Sean Andrew Engineering Services

Park Place Bldg., Brgy. Mayamot, Antipolo City

Admin Staff

- *Human Resource*
- *Accounting*
- *Purchasing*

March 2019 – July 2021

Global University Systems

9th Floor, Robinson Zeta Tower, Bridgetown, C5 Road, Ugong Norte, Quezon City, Philippines

- *Student Loans Company Administrator (Arden University)*

August 2021 – July 2022

- *Refunds Officer (Fleming Colleges Toronto)*

July 2022 - Present

CERTIFICATIONS

Basic Working Proficiency Level - Test of English for International Communication (TOEIC) on Listening and Reading, December 12, 2017

QUALIFYING SKILLS:

- Able to work with all levels of professional contacts and customers.
 - I am hard-working, motivated, dedicated, ambitious, honest, patient and trust-worthy person.
 - I am computer literate, plus, resilient in logical and creative skills.
 - I am willing to work with complete or minimal supervision to enhance my skills.
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CHARACTER REFERENCE:

Ms. Mary Ruth Refraccion
Hr Personnel
+63 956 058 4952
Royale Rumble

Mrs. Janet Gervacio
Accounting Head
+63 917 129 3518
Sean Andrew Engineering Services

I hereby certify that the above information is true and valid at the best of my knowledge.



Stefanie Lein. M. Benitez