22 Marla Compound Old Airport Sasa, Davao City
Mobile: +639773027209
Email: alvarez.melliza@gmail.com

MELLIZA NOCETE ALVAREZ

CAREER OBJECTIVE

To obtain a challenging position with the best capabilities, skills, and knowledge. To devote all of my efforts to the organization's growth while maintaining a pleasant working environment.

SUMMARY OF QUALIFICATIONS

I am highly motivated and enthusiastic about whatever I choose to do. Strong interpersonal and communication skills, as well as the ability to handle and deal with a variety of people and situations.

PERSONAL DATA

Date of Birth	October 24, 1984
Place of Birth	Davao City
Civil Status	Single
Citizenship	Filipino
Religion	Roman Catholic
Height	5 ft
Weight	74 kilos
Father's Name	Oscar A. Alvarez
Mother's Name	Sylvia N. Alvarez
SSS No.	09-2589-349-9
TIN #	740-500-116-000

EDUCATIONAL BACKGROUND

Primary

Fatima de Davao School
Old Airport, Sasa, Davao City
1991-1997

Secondary

Holy Cross Academy of Sasa
Doña Pilar Ave, Davao City
1997-2001

Tertiary

San Pedro College
12 Guzman St, Obrero, Davao City
2001- 2003 (Undergraduate)

Fil-Canadian Development Center
Claveria St, Davao City
2006-2007 (Vocational)

EMPLOYMENT HISTORY

Molano Accounting Firm
Sampaguita Street, Buhangin, Davao City
Bookkeeper
January 3, 2017 to January 31, 2021

Filipino Homes (Davao Branch)
Gladiola, Buhangin, Davao City
Real Estate Salesperson
July 2018 up to January 2023