

JENNICA THERESE C. CORPUZ

Brgy. 29, Laoag City, Ilocos Norte

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Objective: To seek a competitive and challenging environment where I can serve your organization and establish a career for myself.

Personal Information

Civil Status: Married

Age: 28

Date of Birth: June 22 ,1995

Educational Background

Tertiary

Mariano Marcos State University-College of Arts and Sciences

City of Batac, Ilocos Norte

Course: Bachelor of Science in Computer Science(2011-2015)

Secondary

Northern Christian College

Laoag City , Ilocos Norte

Year Graduated:2011

Elementary

Eladio V. Barangan Memorial Elementary School

San Nicolas ,Ilocos Norte

Year Graduated:2007

Work Experience

Name of Company: Accenture, Inc.

Company Address: Valdez Center, Brgy 1, San Nicolas, Ilocos Norte

Position: Data Analyst

Duties and Responsibilities:

- Drafting/Processing the Cases Assigned by our lead
- Reviewing of Cases to work on
- Issuing Documents to the Account Manager and Plan Sponsors
- Sending Emails to the Account Manager/ Implementation Manager, if Cases has Discrepancy
- Gathering counts of closure and issued from my team mates every end of shift for inventory purposes.
- Reviewing queries sent by my team mates
- Doing high level audit in their documents
- Helping my team mates to achieve our overall production
- Assisting my team's individual concern regarding the cases they work on.
- Assisting our newbies/trainees
- Training Newbies
- Doing some ad-hoc like reports regarding to our work to help my lead.

Name of Company :Staff Alliance,Inc. (Assigned at Metrobank)

Company Address: Barangay 19, Sta. Marcella, Laoag City, Ilocos Norte

Position: Money Sorter

Duties and Responsibilities:

- Performing clerical duties in accordance with the office procedures
- Sorting money from different denominations.

Name of Company :Succero Services Corporation (Assigned at Sun Cellular)

Company Address: Level 1, Space no. 124 Robinsons San Nicolas, Ilocos Norte.

Position: Customer Management Assistant

Duties and Responsibilities:

- Simulates the role of a store Front liner.
- Records all transactions.
- Takes full responsibility for relevant customer complaint, queries and requests.
- Process end-to-end handling of subscribers requests.

Name of Company : San San Marketing Ilocos Branch

Company Address: #16 San Nicolas , Ilocos Norte

Position : Data Encoder and Inventory Officer of Mead Johnson

Duties and Responsibilities:

- Encode transactions such as Purchase Order, Delivery Receipts, Returned Stocks and Ordered Stock from Mead Johnson.
- Ordering products from the supplier Mead Johnsons.
- Itemize the products of Main Warehouse, Bad Stock Warehouse and stock of every truck.
- Updating and Sending reports of monthly sales.
- Maintaining files of every transaction.
- Can deal with constant interruptions and work under pressure.
- Knowledgeable in NetSuite System.

On-the-Job Training: Social Security System (SSS)

Laoag City Branch

I hereby certify that the information above is true and accurate



JENNICA THERESE P. CASABAY
APPLICANT