

Gencian G. Baeta Jr.
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JOB OBJECTIVE

Aspiring to be a full-time employee in your company. Efficient in communication skills, computer literate, gets well with various types of people, dedicated, resourceful, and hardworking and always possess a positive attitude.

PERSONAL BACKGROUND

Age: 34
Birthday: February 8, 1988
Sex: Male
Citizenship: Filipino
Father's Name: Gencian B. Baeta Sr.
Mother's Name: Emelina G. Baeta
Birthplace: Zamboanga City
Religion: Roman Catholic
Dialect spoken: English, Filipino, Chavacano, Visayan

EDUCATIONAL ATTAINMENT

Elementary: Boalan Elementary School Salutatorian	1995- 2001
Secondary: Culianan National High School Valedictorian	2001- 2005
College: Ateneo de Zamboanga University Bachelor of Science in Commerce Major: Financial Management (Academic Scholar)	2005-2010
Southern City Colleges Bachelor of Science in Business Administration Major: Financial Management (Academic Scholar)	2012-2014

PROFESSIONAL ELIGIBILITY

Civil Service Board Exam Passer (October 21, 2012)

SEMINARS / TRAININGS ATTENDED

DRESS FOR SUCCESS SEMINAR held at College AVR Ateneo de Zamboanga University (February 21, 2009)

GLOBAL COMMUNICATIONS TRAINING held at Global Communications & Management Academy Makati City (September 26- November 10, 2011)

PUBLIC INFORMATION CAMPAIGN on Central banking and New Generation Currency held at New Generation BSP Zamboanga Building (December 19, 2012)

Food and Beverage Skills Training TESDA (May-June 2013)

POEA Pre-Employment Seminar held at SCC Gymnasium (August 30, 2013)

SKILLS AND ABILITIES

- Open-minded and imaginative
- Resourceful
- Goal-oriented
- Enthusiastic, self-motivated and patient
- Good in oral and written communication skills
- Attentive to time schedules
- Good management and organizational skills
- Computer literate
- Academically competitive
- Can grasp and absorb new ideas well

WORK EXPERIENCES

Student Assistant at ADZU Main Library 2008-2010

Collections Representative at Aegis People Support June 2010-September 2011

Technical Support Representative at TELETECH December 2011- May 2012

Part-time Tutor at SIKAT Learning Center April 2013- Present

Customer Service Representative at TELETech 2015-2017

Advisor II, Technical Support at Concentrix September 2018-Present

CHARACTER REFERENCES

Ms. Leizi C. Ching (Librarian)
Ateneo de Zamboanga University
Tel No. 991-0871

**Mr. Journal Pangan
(College Professor)**
Ateneo de Zamboanga University
Tel No. 991-0871

**Mr. Junaira I. Tero
(College Dean)**
Southern City Colleges
Tel. No.991-1847