

**Soriano, Lolita Anne Grace Herrera**  
3153 F Bautista Street, Ugong, Valenzuela City  
sorianograce124@gmail.com  
+639751551904



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**Objective:**

I want to share my skills and knowledge to help an individual or company to grow where I can also learn and perform to help the company meet and surpass its goals with hard work, perseverance, and dedication.

**BASIC INFORMATION:**

Age: 32 Years Old  
Birthdate: November 24,1990  
Birthplace: Bulacan  
Civil Status: Single  
Citizenship: Filipino  
Religion: Catholic

**EDUCATIONAL BACKGROUND:**

- Primary: St. Catherine College of Valenzuela 1996-2002
- Secondary: St. Catherine College of Valenzuela 2002-2006
- Tertiary: The Philippine Women's University (Undergraduate) 2006-2008  
Bachelor of Science in Hotel and Restaurant Management

**SKILLS:**

- Office Application (Word, PowerPoint, Excel, Outlook)
- Data Encoding
- Cross Trained for Windows Technical
- Managing schedules, Setting up a meeting, Risk Management

**WORKING EXPERIENCE:**

- Concentrix Philippines  
Risk and Compliance Officer September 2022 – Present
- Concentrix Philippines  
XBOX – Accounts and Billing Representative April 2022 – September 2022
- Concentrix Philippines  
Microsoft Windows Technical Support – July 2021 – February 2022
- Concentrix Philippines  
Microsoft CS Routing (Concierge) April 2018 – July 2021