



**DELA CRUZ, Julius G.**

#4 San Jose street, District IV, Bayombong, Nueva Vizcaya

[jaydelacruz722@yahoo.com](mailto:jaydelacruz722@yahoo.com)

090-55555-090

**OBJECTIVE**

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- To work and always strive for a better performance.
- To apply my skills in application and be able to use it.

**PERSONAL DATA**

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Date of Birth:	July 22, 1980
Age:	39
Nationality:	Filipino
Religion:	Catholic
Civil Status:	Single
Language:	English, Tagalog and Ilocano
Height:	5' 3
Weight:	80 kg.
Blood Group:	O

**EDUCATIONAL ATTAINMENT**

Tertiary:	<b>Saint Mary's University</b> Bachelor of Science Major in Management Bayombong, Nueva Vizcaya S.Y. 1997 - 2001
Secondary:	<b>Saint Mary's University High School Department</b> Bayombong, Nueva Vizcaya S.Y. 1993 - 1997
Primary:	<b>Saint Mary's University Elementary Department</b> Bayombong, Nueva Vizcaya S.Y. 1987 - 1993

## SKILLS

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- Good Communication skills
- Good moral character
- Flexible and able to learn quickly
- Hard working
- Driving (NCII) with 1,2,3,5 restrictions and can operate six wheelers.
- Welding (NCII)
- Can operate computer for a simple reports

## WORKING EXPERIENCE

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### Clerk

Ethnotec Management and Development Services Organization Incorporated  
Don mariano Perez, Bayombong Nueva Vizcaya  
September 2008 - November 2009

- Encoding & typewriting
- File Management

### Storekeeper.

Subenko Gulf and Maritime Construction Company  
Doha, Qatar  
November 2009 - February 2010

- Manage receiving functions, including recording receipt and distribution of all the merchandise received.
- Balance stock items, incoming against all invoices.
- Sees to it that the supply is enough for the next 3 days.
- Sees to it that all the tools are in good condition before distribution to avoid accidents.

### Clerk

Ethnotec Management and Development Services Organization Incorporated  
Don mariano Perez, Bayombong Nueva Vizcaya  
February 15, 2010 - May 2010

- Encoding and Typewriting
- File Management

**Driver (Job Order)**

Bureau of the Treasury  
Tuguegarao City, Cagayan Region 2  
June 1, 2010 - June 30, 2017

- in-charge in the Transportation of the Regional Director and other Employees to the Central Office and through the Region and other official business of the office.

On call driver            July 2017 to present

**CHARACTER REFERENCE**

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**Mrs. Gloria Manuel**

OIC Regional Director  
Region 2  
Tel. No.0949-9954393  
(078) 844-1655

**Mr. Jeremy B. Baptista**

Instructor  
Saint Mary's University  
Bayombong, Nueva Vizcaya  
Cp No.0917-1423198

*I hereby certify that all information indicated above are true and correct to the best of my knowledge.*

**JULIUS GARCIA DELA CRUZ**

Applicant