



ELLEN JAYE ALFECHÉ. ZULITA



Contact

+63 9755 265 224

zulita.ellenjaye@gmail.com

Sta Ana, Tagoloan.
Misamis Oriental



Education

BSBA major in Human
Resource Management

Capitol University

2019 - 2023

Accountancy Business
Management (ABM SHS)

Capitol University Basic Education

2017-2019



Skills

Basic Computer Skill

Interpersonal

Communication

Leadership

Organization Skills

Creativity



About Me

I am from the Philippines, freshly graduated with an undergraduate degree in Human Resource Management and am looking for an ideal job position in a reputable firm where I can put my interpersonal capabilities, management and organizational abilities, and administrative knowledge to use.



Work Experience

CAPITOL UNIVERSITY LIBRARY ON THE JOB TRAINEE | 2023

- Assist the students and visitors with their needs inside the library.
- Book holdings inventory and filing the files.
- Encode files and reports.
- statistic reports for weekly and monthly

REMOTASKS

TASKER | 2022 - 2023

- Image Annotation
- Data Entry

COLINA DE FELICIANA

WORK IMMERSION | 2019

- Creating a farm logo.
- brochure
- Making marketing strategy
- Swot analysis for the farm.



Seminars Attended

SERIAL DISRUPTORS

APRIL - MAY 2023

- The Hot Mess Handbook: How to go from Overwhelmed To Organized.
- Mind over Digital Matter: The Power of Attention in Learning Certificate



Organizations

JUNIOR PEOPLE MANAGEMENT ASSOCIATION

CAPITOL UNIVERSITY 2021 - 2022

YOUNG ENTREPRENEUR STUDENT

CAPITOL UNIVERSITY 2018 - 2019