



## CONTACTS

- 09097104738
- cessaicedaulo@gmail.com
- Brgy. Quintin Salas Jaro, Iloilo City

## SKILLS

- Pleasing personality
- Works under pressure and multi-tasking
- Flexible and can easily adapt in various changes in work environment
- Ability to explain routine task to others as directed, and an ability to listen and follow instructions
- Strong in written and verbal communication skills
- Time-management skills
- Computer Literate with basic knowledge of Microsoft Office applications
- Responsible and can work in teams and individually

## AWARDS

- Academic Awardee  
Iloilo National High School
- Dean's Lister, BSBA -  
MM University of San  
Agustin

# PRINCESS GRACE D. DAULO

To secure a career opportunity utilizing my management, customer relationship, organization and communications skills to the benefit of customer retention and business growth. I am goal and results oriented, a cross-functional team-builder and dedicated problem solver with solid follow through, where I can contribute in your good company my knowledge and skills as well as my educational background.

## EDUCATION

### Junior High School, 2016

Iloilo National High School

### Senior High School, 2018

Accountancy, Business and Management Strand

Iloilo National High School

### Tertiary, 2022

Bachelor of Science in Business Administration - Marketing Management

University of San Agustin

## WORK EXPERIENCE

### Imperial Appliance Plaza

*Sales Immersion* September 2019

- Monitored in-demand appliances
- Monitored the employees how to communicate with clients

### Sun Life of Canada Phils. Inc.

*600hours Internship (On The Job Training)* March-June 2022

- Attended Webinars and Online Orientations
- Attended Virtual Classes for Virtual Assistants of Financial Advisors
- Client Care and Client Monitoring
- Practiced Virtual Assistant Job
- Updating Prospects/Leads and Financial Advisor Recruits
- Assigned to Partner Advisor and giving updates of company's events and announcements

### Equicom Savings Bank

Sales Associate

Pick-up Teller

## WEBINARS AND TRAININGS

### **SUN LIFE OF CANADA PHILIPPINES INC. (ON THE JOB TRAINING)**

Certificate of Completion 600 Hours Internship (On the Job Training)

MARCH - JUNE 2022

### **PERSONALITY DEVELOPMENT ON INTERNSHIP**

Certificate of Participation

University of San Agustin

Bachelor of Science in Business Administration Webinar (BA 421 - Internship)

March 30, 2022

### **ONLINE DATABASES USER'S TRAINING WEBINAR**

Certificate of Participation University of San Agustin

(Learning Resource Center and the Office of the Vice President for Academic Affairs)

October 21, 2021

### **BANKERS INSTITUTE OF THE PHILIPPINES, INC.**

Signature Verification and Forgery Detection

Anti Money Laundering

Data Privacy

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## CHARACTER REFERENCES

**GRETCHEN G.  
CHIU**

SUN LIFE OF CANADA PHILS.  
INC.,

SUPERVISOR

09173041470

**MARY ANN SAQUIN**

BRANCH MANAGER

EQUICOM SAVINGS BANK ILOILO

**REV. FR. FREDERICK C.  
COMENDADOR**

UNIVERSITY OF  
SAN AGUSTIN

GEN. LUNA ST. ILOILO CITY