

DENALYN M. QUINTO

Office Clerk

 Mansanitas Street, San Francisco Lubao Pampanga

 0936-270-7604

 dennqnt@gmail.com



OBJECTIVE

To seek a professional environment that fosters my success and professional growth, allowing me to leverage my skills and knowledge effectively and efficiently.

BASIC INFORMATION

Age : 25 years old

Birthdate : 07 - 25 - 1998

Gender : Female

Civil Status : Single

Nationality : Filipino

Religion : Catholic

Height : 167 cm

Weight : 83 kg

EDUCATION

Bachelor of Elementary
Education

Mary The Queen College (Inc.)
Pampanga | 2018

REFERENCE

Rosalie P. Cayabyab

Instructor

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

EXPERIENCE

Administrative Assistant

3Ds Catering and Event Services
September 2021 - Present

Private Tutor

Self-Employed
October 2022 - Present

Substitute Teacher

Department of Education (SDO
Pampanga)
October 2019 - April 2020
