

MALOU VERA CRUZ - DICULEN

Brgy. Caunayan, City of Batac, Ilocos Norte, Philippines

639495434716

Email Address: veracruz.malou@yahoo.com.ph



PROFICIENCIES

- ✓ Strong Analytical and Problem Solving ability.
- ✓ Ability to work independently or as part of a team
- ✓ Can easily adapt to working environment and culture
- ✓ Computer Literate (MS Word, MS Excel, MS Powerpoint, MS Publisher & Adobe Photoshop)
- ✓ Hardworking, willing to work beyond the official time.
- ✓ Fast learner with minimum supervision.

WORKING EXPERIENCE

- ✓ **SALES ASSOCIATE**
UCPB SAVINGS BANK
MC Building, Washington Street, Brgy. Ablan, City of Batac, Ilocos Norte
April 01, 2022 - Present
- ✓ **BOOKKEEPER**
UCPB SAVINGS BANK
MC Building, Washington Street, Brgy. Ablan, City of Batac, Ilocos Norte
Internal Job Rotation
- ✓ **FREELANCE ACADEMIC TUTOR**
2020 – Present
- ✓ **TELLER**
UCPB SAVINGS BANK
MC Building, Washington Street, Brgy. Ablan, City of Batac, Ilocos Norte
October 16, 2018 – March 31, 2022
- ✓ **LOANS BOOKKEEPER**
New Covenant Bank, Inc (A Rural Bank)
SMQ Building, Brgy. Dimasalang, Cabanatuan City, Nueva Ecija
February 16, 2018 – May 31, 2018
- ✓ **SAVINGS ACCOUNT BOOKKEEPER**
New Covenant Bank, Inc (A Rural Bank)
SMQ Building, Brgy. Dimasalang, Cabanatuan City, Nueva Ecija
July 25, 2016 – February 15, 2018

EDUCATIONAL BACKGROUND

- ✓ **Bachelor of Science in Mathematics**
Mariano Marcos State University, College of Arts and Sciences
Brgy. Quiling Sur, City of Batac, Ilocos Norte
2012– 2016
 - **Civil Service Exam**
Paper and Pencil Test – Career Service Exam (Professional)
Passed January 2016
- ✓ **Julia Ortiz Luis National High School**
Sagaba, Sto. Domingo, Nueva Ecija
2008 – 2012
With Honor
- ✓ **San Manuel Elementary School**
San Manuel, Quezon, Nueva Ecija
2002 – 2008
Valedictorian

RESEARCH

- ✓ **Development of Instructional Material for K-12**
Department of Mathematics
College of Arts and Sciences, Mariano Marcos State University
Unpublished Undergraduate Thesis
March 2016

SEMINARS AND TRAININGS ATTENDED

- ✓ **Occupational First Aide and Basic Life Support CPR with AED**
Philippine Red Cross
Laoag City, Ilocos Norte
September 28 & 29, 2023
- ✓ **Branch Learning Series Year End Examination**
UCPB Savings Bank
City of Batac, Ilocos Norte
December 05, 2022
- ✓ **Record Governance and Records Management Program Sustainability Training**
Stellar Training Consultancy Services
Davao City, Davao Del Sur
April 19, 2022
- ✓ **Anti-Money Laundering Refresher Course**
UCPB Savings Bank
City of Batac, Ilocos Norte
January 12, 2022
- ✓ **Mock-Up Branch Online Training**
UCPB Savings Bank
City of Batac, Ilocos Norte
December 9-11, 2020
- ✓ **Counterfeit Detection & Signature Verification Seminar**
UCPB Savings Bank
Makati City
April 25 & 26, 2019

CHARACTER REFERENCES

- ✓ **Ms. Iryn B. Gorospe**
Branch Operations Officer, UCPB Savings Bank
City of Batac, Ilocos Norte
639551757036
- ✓ **Ms. Rosemarie A. Salucop**
Branch Head, UCPB Savings Bank
City of Batac, Ilocos Norte
639988427194
- ✓ **Dr. Lawrence A. Eclarin**
Professor, Mariano Marcos State University
City of Batac, Ilocos Norte
639157500929
- ✓ **Ms. Ruby Rose Sablot - Tamayo**
Statistician, Mariano Marcos State University
City of Batac, Ilocos Norte
639063170812



PERSONAL INFORMATION

Date of Birth : November 04, 1995
Age : 28 years old
Place of Birth : Cabanatuan City, Nueva Ecija
Civil Status : Married
Height : 5'2''
Weight : 52 kg
Religion : Iglesia Ni Cristo
Dialects : Ilocano, Tagalog and English

I hereby certify that the above information is accurate and true to the best of my knowledge and capabilities.

MALOU VERA CRUZ - DICULEN
Applicant