

**JONALYN R. ROSAS**21<sup>st</sup> Corner 20<sup>th</sup> Drive BGC Taguig City

09929545871 / 09366282535

[rosasjonalyn922311@gmail.com](mailto:rosasjonalyn922311@gmail.com)**OBJECTIVE**

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

**PERSONAL DATA**

**Date of Birth** : November 24, 1992  
**Age** : 31  
**Place of Birth** : España, San Fernando, Romblon  
**Height** : 5' 0"  
**Father's Name** : Desiderio R. Robiso  
**Mother's Name** : Tabitha R. Robiso  
**Parent's Address** : España, San Fernando, Romblon  
**Religion** : Seventh-Day Adventist  
**Sex** : Female  
**Civil Status** : Married

**SKILLS**

- **Communication** : Comfortable writing and speaking
- **Computer Literacy** : Proficient at MS Excel, MS Word and MS PowerPoint

**ACADEMIC BACKGROUND**

**Tertiary** : **Bachelor of Secondary Education**  
Major in English  
Romblon State University – San Fernando Campus  
San Fernando, Romblon  
(S.Y. 2013 – 2018)

: **Office Information Management**  
DATAMEX Institute of Computer Technology  
McArthur Highway, Karuhatan, Valenzuela City  
(S.Y. 2009 – 2011)

**Secondary** : España National High School  
España, San Fernando, Romblon  
(S.Y. 2005 - 2009)

**Primary** : España Elementary School  
España, San Fernando, Romblon  
(S.Y. 1999 – 2005)

#### **SEMINAR ATTENDED**

- **Internal IMS Audit Training**  
November 14, 2023, November 24, 2023  
MPIRE Center, 93 West Ave., Brgy. Bungad, Quezon City
- **HSSE Laws & Regulations Seminar**  
February 13, 2024  
MPIRE Center, 93 West Ave., Brgy. Bungad, Quezon City
- **8-HR Occupational Health & Safety Seminar**  
February 13, 2024  
MPIRE Center, 93 West Ave., Brgy. Bungad, Quezon City

#### **WORK EXPERIENCE**

- **MONOLITH CONSTRUCTION & DEVELOPMENT CORP.**  
Timekeeper/Document Controller  
MJ Tower Fort Building  
21<sup>st</sup> Corner 20<sup>th</sup> Drive, Fort Bonifacio, Taguig City  
Oct. 2022 - **PRESENT**
- **LGU-SAN FERNANDO**  
JOB ORDER (Office Staff)  
Municipal Treasurer's Office  
Poblacion, San Fdo., Romblon  
June 15, 2021- September 30, 2022
- **MINISO DEPATO CORP.**  
Sales Associate  
SM North Edsa  
Quezon City  
November 19, 2018 - February 19, 2019

- **ECCO FOOD CORP.**  
Factory Worker  
Malanday, Valenzuela City  
November 2011 – May 2012

#### **CHARACTER REFERENCES**

- **Engr. Dexter Pepito**  
Project Manager I  
Monolith Construction & Dev't. Corp.  
09178286614
- **Engr. Wizorex Tiu**  
OIC/Project Engineer II  
Monolith Construction & Dev't. Corp.  
09061877257
- **Engr. Christian Isip**  
Project Engineer III  
Monolith Construction & Dev't. Corp.  
09173044889

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

  
JONALYN R. ROSAS  
Applicant's Signature