

RANDELYN KAYE ORELLANA

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WORK EXPERIENCE

- **Secretary/Document Controller, Decovision L.L.C**, , United Arab Emirates(Aug 2019 to Sep 2020)
- **Secretary/Receptionist, Al Dhabi Contracting L.L.C**, Dubai , United Arab Emirates(Oct 2014 to Dec 1969)
- **Secretary/ Assistant Teacher, Tots and Toys Inc**, , United Arab Emirates(Nov 2010 to Dec 1969)

EDUCATIONAL BACKGROUND

- , , **Diploma**, 2010, Computer Secretarial
- , Pamantasan ng Montalban – Manila, **Associate in Health Education**, 2007,

SKILLS

- ms word

PERSONAL BACKGROUND

- **Birthday:** - 1989-06-07