

MYRCE R. QUINONEZ
San Agustin, Surigao Del Sur Philippines
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Email: rmyrce@gmail.com



Objective:

Hardworking and approachable individual looking for challenging responsibility that will develop my personality as a career person as well as utilize my skills and talent to become its strong assets.

Personal Information

Date of Birth : August 22, 1995
Gender : Female
Nationality : Filipino
Status : Married
Religion : Roman Catholic
Father's Name : Cedonio E. Rivas (deceased)
Mother's Name : Myrna B. Vinluan

EDUCATION:

Primary

San Agustin Central Elementary School
San Agustin, Surigao del Sur, Philippines
(2002-2008)

Secondary

Saint Augustine High School
San Agustin, Surigao del Sur, Philippines
(2008-2012)

Tertiary

Surigao Del Sur State University
Bachelor of Science in Business Administration
major in Financial Management
Tago, Surigao del Sur, Philippines
(2012-2016)

Vocational/Trade Course
Global Mindanaw Polytechnic Inc.
Housekeeping NC II. 436 hours
(November 2017 to January 12, 2018)

WORK HISTORY:

GOVERNMENT EMPLOYEE

- Provincial Administrator's Office, Capitol Hills, Tandag City, Surigao del Sur, Philippines (**Job Order** from February 15, 2016 to August 2, 2018)

- Provincial Human Resource Management Office, Capitol Hills, Tandag City, Surigao del Sur, Philippines (**Administrative Aide III** from March 19, 2019 to Present)

Duties and Responsibilities

- Receiving and recording important documents
- Assign to perform Outgoing calls and answer Incoming calls
- Assign in Service Request form to the clients
- Assign in Flag Ceremony and Flag Retreat folders attendance for different offices
- Perform liaising works for Appointments, Job Orders, Contract of Service and Financial claims
- Assign to accommodate walk-In clients properly
- Assign in photocopy machine to reproduce important documents
- Cleaning the office everyday
- Perform other related tasks that may be assigned by the immediate supervisor

ON THE JOB TRAINING - Villa Maria Luisa Hotel, Dawis, Tandag City, Philippines
- May 1, 2017 to May 1, 2018

Duties and Responsibilities

- Cleaning the room, bed, toilet, bathroom, furniture, tv, mirror, and etc
- Answer the telephone from the guest, and provide there request

OWNER OF SMALL CLOTHING STORE- sell it also through online (2017-2019)

Duties and Responsibilities

- greet to the customers
 - friendly and polite to the customer
 - communicate and assist to the customer
 - provide customers with information about the items
 - keep track of inventory
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SKILLS

- Can work well under pressure
- Good communication ability
- Can absorb new information
- Computer Literate
- Can work well in group

SEMINARS, TRAININGS, AND CERTIFICATES

April 20, 2017- **5S BASIC GOOD HOUSEKEEPING PRACTICES** by DEPARTMENT OF LABOR AND EMPLOYMENT National Wages and Productivity Commission

May 1, 2017 up to May 1, 2018- **ON THE JOB TRAINEE** as a Housekeeping Attendant in Villa Maria Luisa Hotel assign in Housekeeping Department.

November 2017 to January 12, 2018- TRAINING CERTIFICATE HOUSEKEEPING NCII (436hours)

National Certificate II- Certificate no. 18104302002419
Issued on: January 28, 2018
Valid until: January 27, 2023

I hereby certify that **the above statements are true and correct** to the best of my knowledge.

MYRCE R. QUINONEZ
Applicant