

# LORELIE J. VALENCIA

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## WORK EXPERIENCE

- **Admin Assistant Officer, The University of Manchester Middle East Centre**, , Philippines(Nov 2007 to May 2021)
- **Secretary / Receptionist, The Spa at Cebu (Philippines)**, , Philippines(Sep 2005 to Jul 2007)
- **Secretary / Receptionist, Alenter Cane Corporation**, , Philippines(Mar 2004 to Aug 2005)

## EDUCATIONAL BACKGROUND

- **Secretarial AMA College Cebu City, Philippines**, , **Business Information Management**, 2002,

## SKILLS

## PERSONAL BACKGROUND

- **Birthday:** - 1982-01-04