

# JESSA MAE J. BORBE

Brgy.173 #67 NPC Lower Congress Caloocan City  
Mobile No. 0956-5909-737  
Email: [borbejm07@gmail.com](mailto:borbejm07@gmail.com)



**Objective:** A desire to work as an intern. Comes with a unique capacity to work and study at the same time in order to gain experience and expand my understanding of the system.

## TRAINING EXPERIENCES

### Special Program for Employment of Students

*University of Caloocan City-Congress*  
(Recording Department)

May-June 2019  
(20 days)

### On-The-Job Training

*Universal Storefront Services Corporation*  
Bagumbong Primark-Deparo

November 2018- February 2019  
(100 hours)

## EDUCATIONAL BACKGROUND

### TERTIARY

#### UNIVERSITY OF CALOOCAN CITY

Tulip St., Area C, Camarin Caloocan City  
*Bachelor of Science in Office Administration*  
S.Y. 2019-Present

### SECONDARY: SENIOR AND JUNIOR HIGH SCHOOL

#### ACCESS COMPUTER AND TECHNICAL COLLEGES, CAMARIN CAMPUS

*Accountancy, Business and Management*  
#9 Zabarte Road, Barangay 177, Camarin C.C  
S.Y 2017-2019

#### BAGUMBONG HIGH SCHOOL

Rainbow Village 5 Avenue C.C. North Metro Manila  
S.Y 2014-2017

#### CALOOCAN CITY BUSINESS HIGH SCHOOL

Sikatuna Ext., Urduja Village Barangay 172, C.C.N  
S.Y 2013-2014

### PRIMARY

#### CONGRESS ELEMENTARY SCHOOL

Congress Village, Barangay 173, C.C Metro Manila  
S.Y 2007-2013

## SKILLS

- Computer Literate (MS Word, MS Excel, MS Powerpoint) (Google Docs, Slides)
- Typing (45 word per minute)
- Stenography (dictation and transcription)
- Organizational skills (time management, scheduling, meeting deadlines)

## SEMINAR AND WEBINARS ATTENDED

December 12, 2021	<b>"PROMOTING OF GOOD CARE AND POSITION FUTURE IN THE NEW NORMAL FOR HEALTHY LIVING AMIDST PANDEMIC AND PROPER WASTE MANAGEMENT: A KEY TOWARDS A HEALTHY ENVIRONMENT"</b> University of Caloocan City
December 11, 2021	<b>"COMPUTER SYSTEM SERVICING (NCII) TRAINING"</b> Access Computer and Technical Colleges
November 4, 2021	<b>"CIVIL SERVICE EXAMINATION: INITIAL PATH TO PUBLIC SERVICE"</b> University of Caloocan City
October 28, 2021	<b>"BUILDING CULTURAL AWARENESS AND PRACTICES IN THE WORKPLACE"</b> University of Caloocan City
September 27, 2019	<b>"HIV COUNSELING AND TESTING 2019"</b> University of Caloocan City

## HONOR AND AWARD RECEIVED

**Senior High School consistently named to the Honor Roll, 2017-2019**

Access Computer and Technical Colleges

**Awarded as Best On-The-Job Training Student- May 2019**

Access Computer and Technical Colleges

## PERSONAL INFORMATION

**Nickname** : Jessa  
**Birthday** : December 07, 2000  
**Age** : 21 years old  
**Height** : 5'4  
**Weight** : 92 lbs.  
**Nationality** : Filipino  
**Civil Status** : Single  
**Language** : English, Filipino  
**Religion** : Roman Catholic

## CHARACTER REFERENCES

**Argie Alayon**

**Growmodo**

Web Developer

0948-9952-482

**Joyce Raya**

**Teleperformance**

Customer Service Representative

0909-7823-903

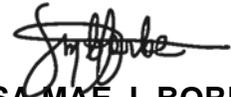
**Bryan Ramirez**

**University of Caloocan City**

Program Coordinator, BSOAD North

0956-7909-256

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



**JESSA MAE J. BORBE**