

JESSA MAE J. BORBE

Brgy.173 #67 NPC Lower Congress Caloocan City

Mobile No. 0956-5909-737

Email: 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	"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" University of Caloocan City
December 11, 2021	"COMPUTER SYSTEM SERVICING (NCII) TRAINING" Access Computer and Technical Colleges
November 4, 2021	"CIVIL SERVICE EXAMINATION: INITIAL PATH TO PUBLIC SERVICE" University of Caloocan City
October 28, 2021	"BUILDING CULTURAL AWARENESS AND PRACTICES IN THE WORKPLACE" University of Caloocan City
September 27, 2019	"HIV COUNSELING AND TESTING 2019" 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