**ANDREA B. GUCE**

Pinagtongulan, Lipa City, Batangas

CEL #: 09752366976

Email: guceandrea44@gmail.com

**OBJECTIVES**

To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your company.

**PERSONAL INFORMATION**

Date of Birth : November 12, 1997

Place of Birth : Pinagtongulan Lipa City, Batangas

Age : 20

Sex : Female

Civil Status : Single

Height : 5’5

Weight : 48kg

Religion : Roman Catholic

**SKILLS**

• Oriented in Microsoft Office Application such as:

* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office Power point

• Web Development: HTML

• Computer Troubleshooting

**SEMINARS ATTENDED**

**CCS CODE SUMMIT**

Fiesta World Mall - Lipa City, Batangas

February 23, 2016

**SIGNIFICANCE OF ORAL COMMUNICATION IN THE WORLD OF INFORMATION TECHNOLOGY**

Fiesta World Mall - Lipa City, Batangas

November 18, 2016

**Youth for Information Technology**

SMX Convention Center – Mall of Asia Complex, Pasay City, Metro Manila

September 9, 2016

**OJT TRAINING**

* 300 Hours On the Job Training
Accounting and HR Assistant
Elise Janitorial and Manpower Services
Sitio Hagimit, Kayumanggi, Lipa City
March 15 – May 04, 2018

**EDUCATIONAL BACKGROUND**

Tertiary : Kolehiyo ng Lungsod ng Lipa 2017-2018

 Marawoy, Lipa City

Secondary : Pinagtongulan National Highschool 2013-2014

Pinagtongulan, Lipa City

Elementary : Pinagtongulan Elementary School 2009-2010

 Pinagtongulan, Lipa City

**WORK EXPERIENCE**

Customer Service Representative July 2, 2018 – May 7, 2019

Wellcare Department

Results Manila Inc.

**CHARACTER REFERENCES**

**Mr. Allan Reyes**Elise Janitorial and Manpower Services

Branch Head

 **Mr. Olegario Lumanglas**

Elise Janitorial and Manpower Services
Branch in Charge

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

**ANDREA B. GUCE**

 (Applicant)