**Jyra Jean Q. Tolentino**

0929-231-5070

jyrajeantolentino@yahoo.com

**OBJECTIVE**:

“To become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.”

**PERSONAL INFORMATION**:

Birthdate: September 09,1996

Birthplace: Calapan City, Oriental Mindoro

Age: 22

Address: Brgy. Tawagan Calapan City, Oriental Mdo.

Weight: 43 kg

Height: 5’'1

Mother's Name: Rowena Quinzon Occupation: deceased

Father's Name: Gaudencio Tolentino Occupation: none

Religion: Roman Catholic

Language: English, Tagalog

Civil Status: Single

**SKILLS AND QUALIFICATIONS**:

* Excellent communication skills both written and oral
* Strong leadership skills
* Computer Literate specially on MS Word, Powerpoint and Excell
* Problem-solving skills
* Ability to work under pressure
* Self-motivated
* Adaptability
* Strong Presentation Skills
* Excellent customer service

**EDUCATIONAL BACKGROUND:**

* Secondary Education : MinScat Laboratory High School

Masipit Calapan City, Or. Mdo.

2009 – 2013

* Tertiary Education : ACLC College of Calapan

Calapan City, Or. Mdo

2015 – 2019

**TRAINING/s and SEMINAR/s:**

* Business and IT Seminara

Vencio's Garden and Hotel

2016

* Business and IT Seminar

Calapan Bay Hotel

2017

* College of Business and Entrepreneurship

Administration Training and Seminar

Gaisano Calapan City Branch

2017

* Bangko Sentral ng Pilipinas

Economic and Financial Learning Program

Calapan Bay Hotel

2017

* Business and IT Leadership Training and Seminar

Ferarren Hills , Calapan City

2018

● On-the-Job Training (600 Hours)

ACLC College of Calapan

Calapan City, Oriental Mindoro

REFERENCES:

* Mr. Justine Jose Victa

OJT Supervisor

ACLC College of Calapan

* Ms. Maria Vic Quinto

School Director

ACLC Calapan

* Dr. Rosallie Antonio- Bautista

President

ACLC Calapan

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

**Jyra Jean Q. Tolentino**

Applicant