**ERMIE C. ESGUERRA**

Address: TC-18, Citrus, San Jose del Monte City, Bulacan

Contact No: 09092227081

Email: [Mym\_mhie05@yahoo.com](mailto:Mym_mhie05@yahoo.com)

**OBJECTIVE**

*To obtain full time position, to be part of progressive company, to apply my whole knowledge and to prove my skills with hard work and dedication.*

**SUMMARY**

A Bachelor of Science in Business Administration student with five months working experience related to customer assistance and cashier. Has knowledge in MS Office applications (word, excel and power point), a good team player, willing to work in extended hours and hard working.

**WORKING EXPERIENCE**

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| --- | --- |
| November 2010 – April 2011 | **SALES CLERK**  SM Cinema  SM Mall of Asia, Pasay City |
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**EDUCATIONAL BACKGROUND**

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| --- | --- | --- |
| Tertiary | 2007 - 2010 | **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  Bulacan State University, Sarmiento Campus  Kaypian, City of San Jose del Monte (Bulacan) |
| Vocational | 2004 - 2006 | **COSMETOLOGY**  San Jose del Monte National Trade School  Fatima V, City of San Jose del Monte (Bulacan) |
| Secondary | 2002 - 2006 | **SAN JOSE DEL MONTE NATIONAL TRADE SCHOOL**  Fatima V, City of San Jose del Monte (Bulacan) |
| Primary | 1996 - 2002 | **BAGONG BUHAY G ELEMENTARY SCHOOL**  Barangay Citrus, City of San Jose del Monte (Bulacan) |
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**SUMMARY OF QUALIFICATION**

* Proficient in MS Office applications (Word, Excel, Power point)
* Capable of handling customer inquiries, complaints and other services.
* Effective in communicating in both verbal and written form.
* Can easily adapt to new working environment.
* Multi-tasking and able to work under pressure.
* Proven initiative and ability to work in minimal supervision.

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| Age | 21 | Height | 5’ 4” |
| Birth Date | November 05, 1990 | Weight | 45 kg |
| Birth Place | Bulacan | Sex | Female |
| Nationality | Filipino | Status | Single |
| Religion | Born Again Christian |  |  |

**CHARACTER REFERENCES**

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| --- | --- |
| Engr. Erwin B. Delos Santos | Compliance Engineer  Emerson (Electric Asia)  Robinson Cybergate Plaza, Mandaluyong City  09395583766 |
| Mrs. Dulce A. Perez | Teacher  Ebenezer Montessori School  Quirino Highway, City of San Jose del Monte (Bulacan)  09153355776 |
| Engr. Eduardo C. Esguerra | Technical Support Engineer  Meralco  Paso, Bagbaguin, Sta. Maria, Bulacan  09228199383 |

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

**ERMIE C. ESGUERRA**