

CHRISTINE VALDERAMA

Rodriguez, Rizal
09952947984
cvalderama7@gmail.com



PERSONAL DATA:

Date of Birth : December 12, 1999
Place of Birth : Quezon City
Age : 24
Civil Status : Single
Citizenship : Filipino
Gender : Female
Height : 4'11
Weight : 48 kg
Religion : Roman Catholic

EDUCATIONAL BACKGROUND:

Tertiary : **Polytechnic University of the Philippines**
(Bachelor of Science in Business Administration Major in Office Administration)
Address: Sta. Mesa, Manila
Year: June 2018 – September 2022

Secondary : **San Isidro Senior High School**
Address: San Isidro, Rodriguez, Rizal
Year: June 2016 – March 2018

San Isidro National High School
Address: San Isidro, Rodriguez, Rizal
Year: June 2014 – March 2016

Justice Cecilia Muñoz Palma High School
Address: Molave St. Payatas B, Quezon City
Year: June 2012 – March 2014

Primary : **Lupang Pangako Elementary School**
Address: Lupang Pangako Payatas B, Quezon City
Year: June 2006 – March 2012

SKILLS:

- Computer Literate
- Interpersonal
- Administrative
- Organizational
- Stenography
- Management
- Clerical

TRAININGS:

TALENT ACQUISITION – INTERN

Concentrix Bridgetowne
Quezon City, NCR
April 2022 to June 2022

ASSESSOR'S OFFICE - INTERN

Quezon City Hall
Quezon City, Metro Manila
November 2019 to February 2020

PROCUREMENT OFFICE - INTERN

Montalban Municipal Hall
Rodriguez, Rizal
November 2017 to December 2017

COMPUTER LITERACY COURSE

Saint John Bosco Institute of Arts and Sciences

San Mateo, Rizal

February 2016 to May 2016

WORK EXPERIENCES:

Virtual Assistant

Lead Generation specialist and Email Outreach specialist

Remote

November 2023 - Present

RIZAL COMMERCIAL BANKING CORPORATION

Customer Service Associate

Quezon City, Metro Manila

March 2023 to August 2023

SKY CENTER VIETNAM

ESL Teacher

Remote

March 2021 to August 2021

CERTIFICATES:

March 26, 2023

Civil Service Examination Passer (Professional Level)

February 2, 2018

National Certificate III (TESDA)

Bookkeeping

TVET Competency Assessment and Certification System

AWARDS:

President's Lister

(S.Y 2019-2020, 1st and 2nd Semester), (S.Y 2020-2021, 2nd Semester), (S.Y 2021-2022, 1st Semester), (S.Y 2021-2022, 2nd Semester)

Dean's Lister

(S.Y 2018-2019, First Semester)

With Honors

Senior High School

2016-2018

CHARACTER REFERENCE

Mhariz P. Sarza

Office Staff

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Erickah Cris Pulido

Customer Service

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


CHRISTINE VALDERAMA
Applicant's Signature