

Martinez, Darlenece Canlas
Sto. Nino, Ibaan, Batangas
darlenece.martinez.dst@gmail.com
09764110659

PERSONAL DATA

Name: Darlenece Canlas Martinez
Permanent Address: Sto. Nino, Ibaan, Batangas
Date of Birth: November 25, 1994
Place of Birth: San Fernando, Pampanga
Sex: Female
Age: 29 years old
Civil Status: Married
Height: 5'1"
Weight: 124 lbs
Complexion: Fair
Religion: Roman Catholic
Citizenship: Filipino
Contact #: 09764110659
Skype ID: lencemartinez18
Languages or Dialects I Speak and Write: English and Filipino

EDUCATIONAL BACKGROUND

College

University Of Batangas
Hilltop, Batangas City
Bachelor of Secondary Education
English Major
2012-2014
2nd Year

Secondary

Dr. Juan A. Pastor Memorial National Highschool
Talaibon, Ibaan, Batangas
2006 – 2010

Primary

Sto. Nino Elementary School
Sto. Nino, Ibaan, Batangas
2000 -2006

SKILLS AND QUALIFICATIONS

- ❖ Writing and speaking in English and Filipino effectively
- ❖ Dynamic Learner
- ❖ Hard working
- ❖ Good communicator
- ❖ Works independently with minimal supervision

WORKING EXPERIENCES

FURUKAWA AUTOMOTIVE SERVICES

Block 2, Lot 3, Phase 2A, J.P Rizal Avenue, Lima Technology Center, Lipa City, Batangas, 4217
Quality Control, Production Operator, Machine Operator
June 2013 –May 2014

ALORICA PHILIPPINES, INC.

Customer Service Representative
E-Commerce / Retail Account
2nd Floor, SM City Lipa City, Batangas, Philippines
SEPTEMBER 2016 - JUNE 2018

ANGEL VA

Virtual Assistant / Data Encoder/ Product Lister
Homebased
November 2018 – June 2019

CONCENTRIX

Customer Service Representative
Telecommunications Account
3rd Floor, One Evotech Building, Nuvali Lakeside Evozone IT Park, Sto Domingo, Sta. Rosa City, Laguna 4026
FEBRUARY 2022 - MAY 2022

CHARACTER REFERENCE

Available upon request.

I hereby certify and vow that the information that I have presented above were all correct, true, and viable to the best of my knowledge.

DARLENECE MARTINEZ