

HANNA BERNABE MONSALUD

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OBJECTIVES:

Looking for a position in the field of Communication and/or anywhere I am able to relate the knowledge and skills gained through my years of education. I firmly believe in the principle of implementing my duties with devotion and strength of mind. I am in search of good career growth opportunities where my aptitude and knowledge could be best subjected and utilized for the advantage of the organization and myself.

PERSONAL INFORMATION:

Name: Hanna
Gender: Female
Age: 27 years old
Birthday: September 23, 1995
Birthplace: Quezon City
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic

SKILLS AND QUALIFICATIONS:

- Board passer: LET 2019
- Oriented in Microsoft Office such as: Microsoft Word, Microsoft Power Point, Microsoft Publisher and Microsoft Excel.
- Cultural sensitivity and awareness.
- Interpersonal Communication Skills.
- Dedicated and Hardworking.
- Flexible and Vigorous.
- Friendly and Approachable.
- Fast learner and willing to learn any job given.
- Willing to render overtime.
- God-fearing.

EDUCATIONAL BACKGROUND:

Post-Graduate Education: **New Era University**
Quezon City, Philippines
Certificate in Professional Teaching
2017 – 2018

Tertiary Education: **New Era University**
Quezon City, Philippines
Bachelor of Arts in Mass Communications
2011 – 2015

Secondary Education: **New Era High School**
Quezon City, Philippines
2007 – 2011

Primary Education: **Garden of Life School, Inc.**
Quezon City, Philippines
2004 – 2007

Payatas A. Elementary School
Quezon City, Philippines
2001 – 2004

WORK EXPERIENCES:

Asiana Global Properties, Inc.
Marketing and admin coordinator
November 2015 - December 2015

Seikosha Advertising Services Philippines, Inc.
Account Executive
February 2016 - September 2016

Pilipinas Messerve, Inc
HR Staff
October 2016 - March 2017

EZ Peacemaker English Coaching Center, Inc
Face-to-face ESL Instructor
January 2020 - March 2020

Micro-D International, Inc.
Manila Water Company, Inc. – Service Desk
December 2021 – October 2022

MDI Shared Services – Service Desk Analyst
November 2022 – Present

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

HANNA B. MONSALUD
Applicant