



# Jahdiel M. Gamilong

## CONTACT ME

Blk. 8 Lot7 Prime Estate,  
Santo Cristo, City of San  
Jose del Monte, Bulacan

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09065913393 | 09555964821

## EDUCATION

### BA Communication

First City Providential College

2021 - Present

### BA Communication Research

Polytechnic University of the Philippines

2019 - 2021

### Humanities & Social Sciences | SHS

Sapang Palay National High School

2017 - 2019

### Junior High School

Sapang Palay National High School

2014 - 2017

## SKILLS

- Proficient at written and verbal communication in English
- Knowledgeable at computer applications and softwares
- Handy at photo and video editing
- Flexible with job positions and task
- Handy at Microsoft and Google tools

## WORK EXPERIENCE

Customer Service Representative I <b>Concentrix</b>	January 2023 - Present
IT Service Desk Analyst <b>Teletech</b>	Nov 2021 - Jan 2023
Office Assistant (SPES) <b>Public Employment Service (LGU)</b>	July - September 2021
Service Crew (SPES) <b>McDonald's (SM San Jose del Monte)</b>	April - June 2019

## PERSONAL BACKGROUND

● Date of Birth	November 10, 2000
● Place of Birth	Quezon City
● Age	22
● Sex	Female
● Civil Status	Single
● Height	5'2 ft
● Weight	41 kg

## ADDITIONAL INFORMATION

- Certificate of Completion | Must-Have Skills (Training) for Virtual Assistants in 2023

## REFERENCES

### Jhen Mica L. Francisco

Public School Teacher

Phone: +63 966 997 7499

Email: franciscojhenmica@gmail.com

### Arlene C. Libo-on, SRW

Social Welfare Assistant

Phone: +63 926 951 7928

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