**Mary Joy S. Gonato**

Purok Ilang-Ilang, Sitio Libo

Mohon, Talisay City, Cebu 6045

Mobile: 09456159641

E-mail Address: [mjgarciano04@gmail.com](mailto:mjgarciano04@gmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL DATA**

Age: 28

Birth Date: August 4, 1994

Birth Place: San Andres, Alaminos, Laguna

Gender: Female

Civil Status: Single

Citizenship: Filipino

Height: 5’1”

Religion: Bible Baptist

Languages: English, Tagalog, Cebuano

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WORK EXPERIENCES**

**2015-2017**

**KIDZVILLE HOMEWORKS ACADEMY**

St. Jude, Agustina Village, Tungkil Minglanilla, Cebu 6046

* Nursery and Elementary Teacher

**JOB DESCRIPTION:**

Teaches students to follow rules and procedures in the classroom and school. Monitors students’ progress throughout the year evaluates preparedness for kindergarten.

**2017 (months of Feb- April – contractual)**

**CELC LANGUAGE SCHOOL**

4F CELC B/D Winland Tower, N Escario St., Cebu City, Cebu

* ESL Teacher

**JOB DESCRIPTION**

ESL (English as a Second Language) teachers give English language lessons to non-native speakers. They usually work in schools and other educational settings, teaching children and/or adults.

**May 11, 2018 – Feb 12, 2023**

**FUSION BPO PHILIPPINES INC.**

7th Floor Robinsons Cybergate, Osmena Blvd., Cebu City 6000

* Customer Service/Technical Support Representative

**JOB DESCRIPTION**

Customer service representatives are often a client’s primary point of contact with a company. The duties and responsibilities of a CSR include managing incoming calls and customer service inquiries, generating sales leads that develop into new customers, and identifying and assessing customer needs to achieve satisfaction.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATIONAL ATTAINMENT**

**COLLEGE:**

SY 2014-2015

TALISAY CITY COLLEGE

(Poblacion, Talisay City, Cebu)

COURSE: Bachelor of Elementary Education (BEEd) Major in Early Childhood Education

**SECONDARY:**

SY 2008-2009

MOHON NATIONAL HIGHSCHOOL

(Mohon, Talisay City, Cebu)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SKILLS AND QUALIFICATIONS**

* Proficient in oral and written English
* Can work with minimum supervision
* Hardworking, open-minded and willing to be trained
* Flexible and willing to work on any shift
* Computer Skills: MS Word, Excel, Google Drive “Sheets, Slides, etc.”