**EDEN PALUGA LOGRONIO **

PUROK-3 BRGY.STO TOMAS

BIÑAN LAGUNA

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**Position Desired: Receptionist**

***OBJECTIVE:***

To work as best employee following the standards and rules set by the company and support its goals & objectives through performing to the duties and responsibilities with dedication and loyalty.

***PERSONAL INFORMATION:***

Birth Date : Nov.16, 1989

Birth Place : Bukidnon

Sex : Female

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic

Language Spoken: English, Tagalog, Cebuano

***SKILLS:***

* First-rate communication skills to bring priceless teamwork.
* Ability to recognize quality control methods and standards.
* Able to pursue and carry out instruction.
* Computer literate.

***EDUCATIONAL ATTAINMENT:***

* + Primary Osmeña Elementary School Dangcagan Bukidnon 1997-2002
  + Secondary Dangcagan National High School Dangcagan Bukidnon 2002-2006
  + Tertiary Bukidnon State University Malaybalay City Bukidnon 2006-2010 **Bachelor of Arts major in Sociology**

***WORK HISTORY:***

* Nov.2009-May 2010 City Hall Malaybalay City Bukidnon City Councilor Secretary
* Feb.2012-April 2012 WOOIN Industries Philippines Carmona Cavite Recorder
* May 2012-Dec. 2015 WOOIN Industries Philippines Carmona Cavite Designated Auditor/Inspector

*I do hereby certify that the given information above is true and correct to the best of my knowledge and belief’s.*