

ROSLYN D. SOLON

🏠: #75- E General Echavez st., Sitio Caimito,

Brgy. Lorega San Miguel Cebu City

☎: 09693722276 / 09222773550

☎: (032) 4792933

✉: solonroslyn11rds@gmail.com



CAREER OBJECTIVE:

To contribute my skills, knowledge, and ability in any field designated to me. To do my best by working with great sense of responsibility, dedication and work hard such that whatever expertise and training I gain will be used for the development and be shared for the further growth.

PERSONAL INFORMATION:

Date of Birth :June 4, 1986

Place of Birth :Damalog Sogod Cebu

Sex :Female

Age :38

Civil Status : Single

Height : 5'2

Weight :65kilos

Religion :Roman Catholic

Language : Filipino/ English/Cebuano

EDUCATIONAL ATTAINMENT:

Tertiary Education:

School: Cebu Technological University (Cebu Main Campus)

Degree: Bachelor of Science in Information Technology Major in Food Preparation and Services

Address: M.J. Cuenco Ave, Cor R. Palma Street

School Year: 2018-2021

Secondary Education:

School: Colegio Dela inmaculada Concepcion (Cebu Main Campus)

Address: 45 Gorordo Ave, Cebu City

Primary Education:

School: Colegio Dela inmaculada Concepcion (Cebu Main Campus)

Address: 45 Gorordo Ave, Cebu City

WORK EXPERIENCE :

1. Telemarketing Company: iVendor Outsourcing Ventures Inc.

Address: Lahug Cebu City

Position: Telemarketer

Years of Service: 2008 - 2014

2. BPO Industry :

Company Name: SYKES ASIA INC.

Address: Synergis IT Building, F. Cabahug Street, Mabolo, Cebu City, Cebu, Philippines

Position: Customer Service Representative

Years of Service: September 27, 2021- July 3, 2022

3. ESL Teacher: Tutoring Service

Company Name: Bridge Culture Inc.

Address: Gagfa, F. Cabahug St, Cebu City

Position: Online English Teacher

Years of Service: March 1, 2023 – October 31,2023

4.ADMINISTRATIVE STAFF: BILLING DEPARTMENT

Company Name: Clever Masters General Services Inc.

Position: Administrative staff at VSMMC (Vicente Sotto Memorial Medical Center) Billing Department

Years of Service: February 23, 2024-July 30,2024

OTHER EXPERTISE:

- Microsoft Word Document
- Microsoft Excel Worksheet
- Microsoft PowerPoint Presentation

OTHER SKILLS :

- Ability to work under pressure.
 - Adoptness in modern computer and technology.
 - Self motivated and eager to learn new skills.
 - Easy to adopt to a new environment.
 - Can work independently and can also collaborate with groups or teams.
 - Attentive to information and instructions given.
 - Organized and creative.
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REFERENCE:

-Evangeline Mier CTU-Casual/MIS Assistant

-Zenaida Rose Magtagad PhD Food Preparation Coordinator -CTU

- Sarah Jeane Diaz-Sungahid
HR Personnel -Bridge Culture Inc.

-Cyril Pareja Mesa
HR Personnel -Bridge Culture Inc.

-Rosalie vicenta D. Trinidad, MPA
Administrtrative Officer V,
Head Billung Section-VSMMC

-Engr. Joel Atillo Porton
Engineer at Velez Hospital

I hereby certify that the above information written on this resume are true and correct to the best of my knowledge and beliefs.
