



XAIRIE NICOLE D. NAVAJA

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SUMMARY

A self-motivated 4th year media major with a background in customer service operations who delivers work with tact, enthusiasm and an exemplary work ethic. Skills include:

- customer service
- communication & presentation
- organization / computer skills

OBJECTIVES

- To become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation
- To leverage my experience while continuing to be challenged
- To work enthusiastically with the team to achieve the goal of the company with devotion and hard work

EDUCATION

- **SECONDARY**
Saint Joseph's Academy **Mandaue City**
(1st – 4th year high school)
- **COLLEGE**
Saint Theresa's College **Cebu**
City
Expected Graduation: December 2019

EXPERIENCE

- International Eucharistic Congress - 2016
 - Committee for Accommodation (Volunteer)
- Intern at Cebu Catholic Television Network (CCTN) - 2017
- Intern at DYMR Radyo Pilipinas - 2017
- Receptionist (April 2018 – December 2018)
 - KEVLO Skin Clinic