

Ella Janika C. Chua

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Objective:

To obtain a position in your company that would best fit my qualifications, practice my knowledge and further develop my skills.

Experience

October 2015 – March 2016: On-the-Job Training at Cebu Provincial Capitol Tourism Office and Museu Sugbo

July 2016 – August 2019: Customer Service Associate/Back Office at Wipro BPO Philippines

EDUCATIONAL BACKGROUND

Tertiary

University of San Carlos – Talamban Campus
Nasipit, Talamban, Cebu City, Philippines, 6000
Bachelor of Tourism Management
2016

Secondary

Cebu Cherish School Inc.
J. Llorente Street, Cebu City, Philippines, 6000
2012

Intermediate

Cebu Cherish School Inc.
J. Llorente Street, Cebu City, Philippines, 6000
2008

Skills

- Good oral and written communication skills
- Computer Literate
- Can work well with teams
- Able to adapt to diverse environment
- Can do multi-tasking activities

Trainings/Seminars/Workshops

- Attended a seminar **“Enabling Progress through: Total Quality Management Actions”**
- Attended a seminar **“Speak Up and Stand Out: Unleashing the Self-Confidence”**
- Attended the **“Red Cross Seminar and Training”**
- Co-event coordinator of **“Juan Paboritos: Lunch-For-A-Cause”**

References:

1. Mr. Arjim Mendaros
Clerk 1
Cebu Provincial Capitol-Tourism Office
West Wing, Capitol Site, Cebu City, Philippines, 6000
253-5642/0943803435
2. Dr. Junix Arcega Salinas, PhD
Management Section Cluster Head
Member of the Faculty
Department of Hospitality Management
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3. Claire Ann Visande
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4. Mr. Oscar Roa
Team Lead/Supervisor
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