



MA. THERESA A. ARCELO

ABOUT ME

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|-----------------------|------------|----------------------|----------|
| Gender: | Female | Civil Status: | Single |
| Age: | 24 | Height: | 4'11 ft. |
| Date of Birth: | 11/16/2000 | Weight: | 55 kg. |
| Citizenship: | Filipino | | |

OBJECTIVE

I seek to acquire experience, valuable knowledge, and skills to enhance and build upon the foundations I received during my education. This pursuit will enable me to contribute effectively to the organization while fostering personal growth. This endeavor encompasses refining my skills and experiences, bolstering my confidence, and expanding my knowledge base.

EDUCATION

Elementary:

Mahaplag Central School
Mahaplag, Ilayte
2006-2013
With Honors

Secondary:

Academia del Christifidelis
Tayud Liloan, Cebu
2017-2019
With Honors

Tertiary:

BS in Development Communication
Visayas State Univeristy
Visca, Baybay City, Leyte
2019-2023
Cum Laude

REFERENCE

Mr. Odelo B. Baldos
Ag.Tech II, Eco-FARMI
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Workmate

Dr. Christina A. Grabrillo
Director, Student Affairs & Services
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Academic Adviser


SKILLS


- Strong work ethics
- Oral and Written Communication Skills
- Interpersonal Skills
- Leadership Skills
- Active Listening
- Creative Thinking Skills
- Collaborative Skills
- Time Management
- Organizational Skills

EXPERIENCES

- **Customer Service Representatives**
Qualfon Cebu
- **Science Research Assistant**
VSU, Eco-FARMI
Visca, Baybay City, Leyte
- **Alternate Deputy Document & Record Controller**
VSU, Eco-FARMI
Visca, Baybay City, Leyte

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