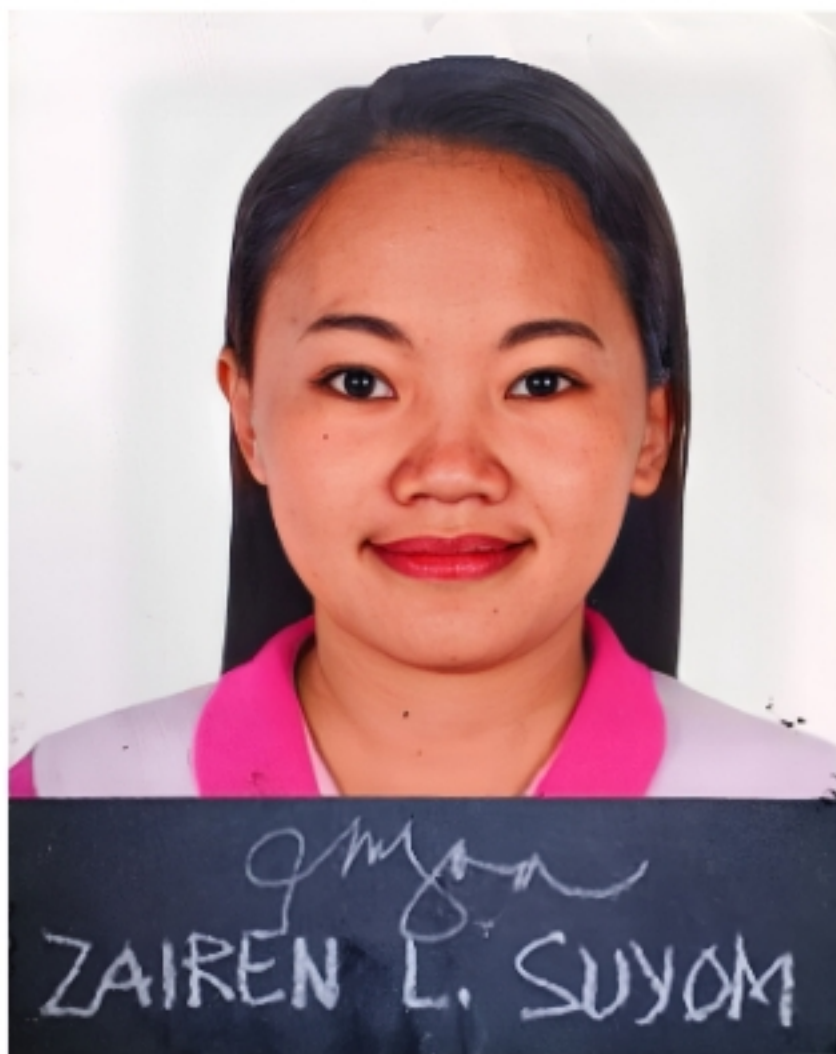


ZAIREN LUGASAN SUYOM  
+639674111196  
zairensuyom5@gmail.com



OBJECTIVES

- To make a contribution to the organization to the best of my ability and to develop my skills and to share my knowledge to others and to enhance my job performance.

PERSONAL INFORMATION

Gender : Female  
Age : 25  
Date of Birth : August 4, 1997  
Place of Birth : San Jose Dulag, Leyte  
Civil Status : Single  
Height : 5'2  
Weight : 51 kg  
Languages Spoken : English, Tagalog & Waray-waray

EDUCATIONAL ATTAINMENT

Vocational : Caregiving NCII  
Antonia Vargas Salino School Foundation, Inc. -  
Tacloban City  
2022 - 2023  
Tertiary : Bachelor of Science in Office Administration  
Eastern Visayas State University - Tacloban City  
2013 - 2018  
Secondary : San Jose National High School  
San Jose Dulag, Leyte  
2009 - 2013

SKILLS

- International customer service support
- Computer literate
- Administrative support
- Flexible in work and multi-tasker
- Account management
- Can easily cope up with new environment
- I'm patient and willing to learn new things
- Hardworking and passionate

TRAININGS AND PROFESSIONAL CERTIFICATION

- **Certificate of Excellence - Best in Clinical Practice**  
Antonia Vargas Salino School Foundation, Inc.  
June 22, 2023
- **Certificate of Excellence – Best in Pediatric Rotation**  
Antonia Vargas Salino School Foundation, Inc.  
June 22, 2023



- **Pope Francis Home for Orphans and Elderly**  
Internship - Palo Leyte  
April 2023
- **Leyte Provincial Hospital**  
Internship - Palo Leyte  
March 2023
- **Caregiving NCII**  
Technical Education and Skills Development Authority  
Tacloban City - February 5, 2023
- **Fire Officer Examination**  
Civil Service Commission  
Tacloban City - October 22, 2023
- **Department of Environment and Natural Resources RO VIII**  
Internship – Tacloban City  
December 2017- March 2018 (400 hours)

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**WORK EXPERIENCE**

**Customer Service Representative -  
Financial Account**  
Telus International Philippines - Mckinley  
West, Taguig City  
July 2021 - December 2021

**Office Staff**  
SJ Gas and Appliance Center - Taguig  
City, Philippines  
June 2018 – Oct 2018

**Customer Service Representative**  
Alorica by the Bay - Three E-Com Center  
Seaside Blvd, Pasay City  
October 2018 - November 2020

**Student Assistant  
Alumni Relations Office**  
Eastern Visayas State University,  
Tacloban City  
January 2017- March 2017

**Nurse Attendant**  
Leyte Provincial Hospital - Palo Leyte  
July 2023 – Present

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**CHARACTER REFERENCES**

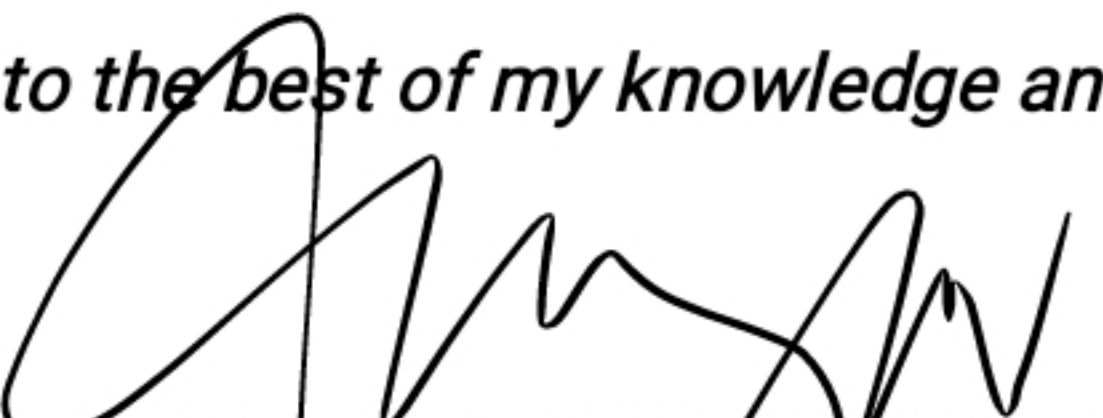
**Nordena Daul**  
Customer Service Representative  
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**Joanna Mae Prades**  
Customer Service Representative  
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**Christopher John Ebol**  
Team Leader  
Telus International, McKinley West  
Taguig City  
+639993386019

**Wilfredo R. Palejaro Jr.**  
Treasury Staff  
Puregold, Tacloban City  
+639695009548

*I hereby that above information is true and correct to the best of my knowledge and belief.*

  
**ZAIREN LUGASAN BUYOM**  
APPLICANT