

DAILINE M. TENAJA

Sitio Kaatoy, Pomponan, Baybay City, Leyte

Email: dia.tenaja@gmail.com

09070584860



OBJECTIVE

It is my utmost desire to be affiliated with your prestigious organization where there are doors for opportunities and advancement that I may somehow be contributory in fulfilling the firm's missions and visions through contact with the academic knowledge and work experiences I have gained.

BRIEF SELF-DESCRIPTION AND SPECIAL SKILLS

- A flexible individual with an open-minded personality that welcomes diversity in all aspects of life. A fast learner who handles pressure and challenges well.
- Proficient in MS Office, Windows 10 and the Internet. Typing skills 50wpm.
- Has good command of English language.
- Knowledgeable in training and seminar facilitation.

EDUCATIONAL ATTAINMENT

TERTIARY	Bachelor of Science in Clinical Psychology Polytechnic University of the Philippines Mabini Campus, Sta. Mesa, Manila	2003-2006
	Bachelor of Science in Foreign Service University of Manila M.V. delos Santos St. Sampaloc , Manila	2002-2003
Secondary	Caybiga High School Pleasant View Subd. Bagbaguin Caloocan City	1998-2002
Elementary	Caybiga Elementary School Gen. Luis St. Caybiga Caloocan City	1992-1998

WORK EXPERIENCE**INTERNATIONAL VOICE ONLINE, Inc.**

603 Globe Telecom Plaza II

Pioneer, Mandaluyong City

August 2006- June 2007

-Teaching English as Second Language

-Teaching TOEFL/TOEIC Korean-based modules to Korean Nationals

ENGLISH CHANNEL.COM

14B Chatham House Condominium

Valero cor. Rufino Sts.

Salcedo Village, Makati City

June 2007- December 2012

- Teaching English as a Second Language
- Teaching customized English Texts to Japanese Nationals

STREAM GLOBAL SERVICES

7th Flr. i2 Bldg.

Asia Town IT Park

Lahug Cebu City

January 2013- 2014

- Providing technical support to foreign customers
- Providing customer care service

24/7 CUSTOMER PHILS. INC.

6F Eblock 3, IT Park

Lahug, Cebu City

2014-2015

- Providing technical support to foreign customers
- Providing customer care service

KALAHI-CIDSS: NCDDP

Department of Social Welfare and Development

M. J. Cuenco Ave. Cor. General Maxilom Ave. Ext.

Carreta, Cebu City

September 2015- December 2020

- Facilitating community driven development among local communities
- Providing trainings to community volunteers
- Promoting local planning processes

PERSONAL INFORMATION

Age	35 years old
Date of Birth	July 13, 1985
Place of Birth	Caloocan City
Civil Status	Single
Nationality	Filipino
Religion	Catholic
Height	4'11
Weight	95 lbs
Father's Name	Primo O. Tenaja
Occupation	Retired Driver
Mother's Name	Viola M. Tenaja
Occupation	Housewife

CHARACTER REFERENCES

Shiobeejean B. Alias
Area Coordinator
KALAH-I-CIDSS: NCDDP
Department of Social Welfare and Development (DSWD)
09773138658

Joelito P. Yana
Area Coordinator
KALAH-I-CIDSS: NCDDP
Department of Social Welfare and Development (DSWD)
09954890037

I hereby certify that the above information is true and correct to the best of my knowledge and belief. Any false information contained herein shall be a sufficient cause of cancellation of this application, or that in case I was hired, dependent upon the company's discretion and prerogatives.



DAILINE M. TENAJA
Name of Applicant