

## JUNEVIER BONGCALES TENAJA

#90 Diamond Hills Molave Street Payatas B. Quezon City

09661436914

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### OBJECTIVE

- I am seeking for a company where I can use my knowledge and experience to perform my task effectively and efficiently as an employee which gives me also the opportunity to develop my expertise in my chosen field.

### SKILLS

- Good communication skills
- Ability to work with others in a professional manner
- Can work with less supervision
- Fast learner and well-organized
- Can pick up instructions immediately
- Very creative and good research skills

### WORK EXPERIENCE

- Customer Service Representative (September 8, 2020-January 3, 2021)  
Inspiro relia Inc. 3rd Floor, IMS Wellth Care, Jackman Plaza Muñoz, 1038 Epifanio de los Santos Ave, Bago Bantay, Quezon City.
- Customer Service Representative (January 16, 2020- July 16, 2020)  
RJ GLOBUS SOLUTIONS INC3<sup>rd</sup> Floor, Tower 1, Rockwell Business Center, Ortigas Ave, Pasig City, Philippines
- Customer Service Representative (October 7, 2019-January 10, 2020)  
Inspiro relia Inc. 3rd Floor, IMS Wellth Care, Jackman Plaza Muñoz, 1038 Epifanio de los Santos Ave, Bago Bantay, Quezon City.
- Marketing Assistant / Sales Account Officer (August 2017-July 2018)  
I Gadgets Enterprise 16-F Church, Grace Village, Balingasa Quezon City.

### TRAINING AND SEMINARS BACKGROUND

- **On The Job Training:** I. Gadgets Enterprise (**Marketing Assistant** ) 16F Church St., Grace Village, Balingasa, Quezon City.
- “Certificate of Participation for actively participating in the “1<sup>st</sup> **SIMP-AAG-BCP Multidisciplinary Research Festival**” Jointly organized by **Singapore Institute of Multidisciplinary Professions and Ascendens Asia Group** held in Bestlink College of the Philippines Gymnasium
- “Certificate of Recognition for presenting a paper titled “**A Feasibility Study on the Establishment of TREMB Fitness Center at Epifanio De Los Santos Ave. Project 7, Quezon City**” during the **1st SIMP-AAG-BCP Multidisciplinary Research Festival**” held in Bestlink College of the Philippines Gymnasium.
- Crossing the Boundaries of an Entrepreneurship and Innovation (March 15, 2016).
- Maximizing Employment Opportunities towards ASEAN Integration (May13, 2017).
- Advancing Entrepreneurship Education-inspiring young people to build a better world(March 10, 2018).

## AWARD

- Civil Service Eligibility for (Honor Graduate)
- International Certificate Level II as Administrative Assistant awarded by Royal Institute Of Business Administration Singapore.

## EDUCATIONAL BACKGROUND

- **Tertiary** : Bestlink College of the Philippines 2015-2019  
: BSBA Major in Marketing Management  
: **Magna Cum Laude**
- **Secondary** : Makinhas National High School Ciabu Annex 2008-2012
- **Primary** : Amguhan Elementary School 2002-2008

## PERSONAL INFORMATION

- **Date of Birth** : January 28, 1996
- **Place of Birth** : Baybays City, Leyte
- **Age** : 25
- **Civil Status** : Single
- **Height** : 5"5
- **Weight** : 58 kgs.
- **Father** : Julito L. Tenaja
- **Occupation** : Farmer
- **Mother** : Rosalina B. Tenaja
- **Occupation** : Housewife

## REFERENCES

### Ms. Femmy King Lao

Proprietor/Owner, I. Gadgets Enterprise  
16F Church St., Grace Village, Balingasa, Quezon City  
**09177727071**

### Ms. Ana Maria Dacuno

BS Entrepreneur Program Head in (BCP)  
Bestlink Collage of the Philippines  
**09304592824**

### Ms. Corazon Gaw

CEO, I.Gadgets Enterprise  
16F Church St., Grace Village, Balingasa, Quezon City  
**09152833343**

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

  
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**Applicant Signature**