

# Rica Marie Salapi



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## Objective

- I am Rica Marie Salapi, 24 years old and a graduate of a Bachelor of Arts in English Language Studies from Visayas State University. To be able to grow more under the supervision of a great Company, is my main goal.

## Education

### BACHELOR OF ARTS IN ENGLISH LANGUAGE STUDIES | AUGUST 2023 | VISAYAS STATE UNIVERSITY

- Major: Language as Discipline
- Related coursework: Communication, Thesis Paper Making, Editorial and Critic Reviewing

## Skills & Abilities

### MANAGEMENT

- Management is part of my daily discipline to manage things like time, problem-solving and most of all the task making

### COMPUTER SKILLS

- During my middle school and high school, I always excel when we are working on a computer-based project. I always finished our projects on time and in a very great quality that I once got exempted in Computer Exam because of my advance computer skills.

### SALES

- Being able to do a public speaking like handling a sales project is also my inline skills as I used to be my mom's sales agent back when I was kid selling goodies to my classmates.

### COMMUNICATION

- Being able to communicate with people without any difficulties is one of my best skills as I am confident with how I talk and how I connect with people easily.

### LEADERSHIP

- As a leader of an Over All Champion in Youth Camp last 2022, I was able to receive the Best Leader for leading my team to success. I am also the leader for my College Senior Year Class Competition for a Group Presentation and garner 3 first place, 1 second place and 1 third place out 5 categories.

## **Experience**

### **FRONT DESK | BAYBAY CITY MUNICIPALITY HALL | MAY 2019 – JUNE 2019**

- I was able to experience an exposed job as a front desk receptionist during my summer break before entering college under the DOLE PESO Bill
- In those days, I was able to enhance my communication skills and be able to meet different types of people while handling various situations day by day.

### **ESL TEACHER | QQ ENGLISH COMPANY | MAY 2024-MAY 2025**

- During my time there, I was able to teach diverse nationalities of students from toddlers to adults
- Working in ESL involved promoting courses, persuading potential students, handling inquiries, and building rapport—skills closely aligned with sales, including communication, customer service, and converting leads into enrollments.