

JOYCORAZON C. MARAVELES

Sitio Sto. Niño, Dawis Road, Inayawan, Cebu City 6000

0905-973-0740

jcmaraveles032086@gmail.com

OBJECTIVE:

To obtain an entry-level position that will enable me to use my knowledge, skills, attitude and ability to work well with other people.

EDUCATION:

Heavy Equipment Operator (Forklift, Wheel Loader & Dumptruck) Sept.2013–Dec.2013

Primary Structures Educational Foundation, Inc.

School of Knowledge for Industrial Labor, Leadership and Service

SKILLS Campus Gen. Maxilum Ave., Brgy. Lorega, Cebu City

Bachelor of Science in Commerce (major in Banking & Finance)

2003 – 2009

Western Leyte College of Ormoc City Inc.

Ormoc City, Leyte

Isabel National Comprehensive School

1999 – 2003

(formerly Isabel National Agricultural and Vocational School)

Tulay Marvel, Isabel, Leyte

Isabel Central School

1993-1999

Sto. Niño, Isabel, Leyte

ELIGIBILITY:

Career Service - Professional

WORK EXPERIENCE:

Administrative Officer

Fehan Global Recruitment Services, Inc.

Arellano Square Bldg. 9-2 N. Escario corner Tojong Sts.

6000 Cebu City, Philippines

March 1, 2017-Present

Operator Trainee

Philippine Associated Smelting And Refining Corporation
(PASAR Corp.)

Libertad, Isabel, Leyte

February 23, 2015 – February 28, 2017

Forklift Operator

PASAR Employees' Multi-Purpose Cooperative (PEMC)

Libertad, Isabel, Leyte

April 1, 2014-February 22, 2015

On the Job Trainee

Philippine Associated Smelting And Refining Corporation
(PASAR Corp.)

Libertad, Isabel, Leyte

January 13, 2014- March 30, 2014

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| Bookkeeper | Eight J Manpower Services Libertad, Isabel, Leyte March 2010-April 2013 |
| Account Officer | Center for Agriculture and Rural Development Inc. Palompon Unit, Palompon Leyte May 2009-February 2010 |
| Assistant Bookkeeper: | 8J Manpower Services Libertad, Isabel, Leyte August 2005-March 2009 |

TRAININGS AND SEMINARS ATTENDED:

February 23, 2012 Training on Basic Accounting and Record Keeping
Isabel Parish Multi-Purpose Hall, Isabel, Leyte

SKILLS:

Computer Skills: Word Processing, Excel Spreadsheet, PowerPoint and More
Communication Skills: Verbal and Active Listening
Interpersonal Skills
Decision Making Skills

PERSONAL INFORMATION:

Date of Birth: March 20, 1986
Civil Status: Single

INTERESTS:

Reading, Net-surfing, Travel

CHARACTER REFERENCES:

1. Faith Kenny C. Bandal
General Manager
Fehan Global Recruitment Services, Inc
Arellano Square Bldg., Rm. 203, 2/F
9-2 N. Escario corner Tojong Streets
Cebu City 6000, Philippines