

JULIETA E. BIONG

07411 PUROK 6 BLOCK 7
SAN JUAN, SURIGAO CITY 8400
PHILIPPINES

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I am Julieta C. Eleazar, I been through to different jobs. Through my work experience, I am very much confident with my skills. I had gathered many ideas through my work experiences. I can assure you that I can function very well in this job and what I am applying for is aligned with my experiences and educational background.

I can work under any stressful conditions and I'm good in adjusting to different kinds of people, which Filipinos are known of. I am also good in analyzing problems and finding ways on how to solve them and I am also physically fit that's why working hard for me is not a problem.

PERSONAL INFORMATION:

Name : JULIETA ELEAZAR BIONG
Address : 07411 PUROK 6 Block 7, San Juan
Surigao City 8400
Date of Birth : July 11, 1984
Age : 30 yrs. old
Civil Status : Married
Citizenship : Filipino
Religion : Missionary Baptist
Height : 5'
Weight : 55 kg.



PROFESSIONAL EXPERIENCE:

A. CITY HALL (City Accounting Office)

Surigao City 8400

Period of Employment : March 16, 2004 – May 12, 2006

Position : Office Clerk

Duties and Responsibilities:

- ❖ Paper works
- ❖ Assisting folders to be signed by the Accountant
- ❖ Encoding office documents

B. BANCO DE ORO

Fuente Osmeña, Cebu City

Period of Employment : July 17, 2006 – December 15, 2006

Position : Sales Representative

Duties and Responsibilities:

- ❖ Assisting clients regarding on Credit Cards
- ❖ Providing Customer Service related in Loans and Credit Cards

C. CITIFINANCIAL

Gorordo, Cebu City

Period of Employment : September 17, 2007 – February 14, 2008

Position : Sales Representative

Duties and Responsibilities:

- ❖ Assisting clients regarding on Credit Cards
- ❖ Providing Customer Service related in Loans and Credit Cards

D. BROODTECH

Surigao City

Period of Employment : March 26, 2012 to July 14, 2012

Position : Bookkeeper

Duties and Responsibilities:

- ❖ Assisting customers regarding on Computer Units
- ❖ Calculating the Daily and Monthly Income
- ❖ Computing the Wages of the personnel

D. FLITS

Surigao City

Period of Employment : June 2014 to Present

Position : Graphic Artist

Duties and Responsibilities:

- ❖ Designing Invitations, Ads, Tarpaulin and more
(Adobe Photoshop, Adobe Illustrator and MsWord)

PROFESSIONAL DEVELOPMENT

COLLEGE : **CEBU STATE COLLEGE OF SCIENCE AND TECHNOLOGY**
Barili Campus, Cebu
(Graduated 2002-2005)

CAREGIVER
CENTER FOR HEALTHCARE PROFESSIONS
Surigao City 8400
(Graduated 2008-2009)

HIGH SCHOOL : **SURIGAO DEL NORTE NATIONAL HIGH SCHOOL**
Surigao City
(Graduated 1996- 2000)

ELEMENTARY : **SURIGAO CITY PILOT SCHOOL**
Surigao City
(Graduated 1993-1996)

COMPUTER APPLICATION

MS Office, Photoshop and Illustrator

LANGUAGE

English and Filipino