



ROSE ANN DELA CRUZ EUGENIO

EDUCATION

**BACHELOR OF SCIENCE AND BUSINESS ADMINISTRATION
MAJOR IN MARKETING, CLASS 2015**

Nueva Ecija University of Science and Technology

WORK EXPERIENCES | PH

- **Administrator | Payroll Assistant | Human Resource Officer**
Xceptional Intenational Services and Safety Corporation
March 2022 - January 2023
- **Administrator | Bank Collection Officer**
Bank of Makati Finance Corporation
July 2018 - March 2022
- **Administrator | Loan Processor**
Angel Heart Microfinance Inc.
October 2016 - January 2018
- **Customer Service Associate | Teller**
Manila Southern Associates Inc.
September 2015 - May 2016
- **Administrative Assistant**
Special Program for the Employment of Students
April 2013 - May 2013
Provincial Government of Nueva Ecija

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📍 Abu Dhabi, United Arab Emirates

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Language: Tagalog | English

Birthdate: July 16, 1994

ACHIEVEMENT

TOP PERFORMER OF THE YEAR 2021
Bank of Makati Finance Corporation

SKILLS

- Customer Service
- Communication Skills
- Administrative Support
- Human Resource Management
- Telephone Ethics
- Adept in Technology
- Time Management
- Cash Handling

SEMINARS ATTENDED

- **"Which Way You Go - a Marketing Specialist or an Entrepreneur?"**
Nueva Ecija University of Science and Technology | February 14, 2013
- **Marketing and Selling Techniques Seminar**
Nueva Ecija University of Science and Technology | August 1, 2013
- **Preparation on financial statements with the use of excel spreadsheet**
Nueva Ecija University of Science and Technology | July 18, 2014
- **NEUST-Junior Marketing Association**
Nueva Ecija University of Science and Technology | 2013-2014
- **Seminar on Professional and Personality Development and on the On-The-Job Training Program**
Nueva Ecija University of Science and Technology | September 24-25, 2014
- **Collection 101**
Bank of Makati Finance Corporation | July 2018 - March 2021
- **Productive work attitude**
Bank of Makati Finance Corporation | December 18, 2021
- **People & Culture General Assembly**
Xceptional Intenational Services and Safety Corporation | August 15, 2022
- **BPI Bizlink Mass Training**
Xceptional Intenational Services and Safety Corporation | September 19, 2022
- **Termination of Employee DO 174**
Xceptional Intenational Services and Safety Corporation | November 10, 2022