

ROSE ANN DELA CRUZ EUGENIO

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Birthday: July 16, 1994 **Languages:** English, Tagalog



EDUCATION



BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN MARKETING
Nueva Ecija University of Science and Technology

Graduate, 2015
The Philippines

CAREER ACHIEVEMENT



TOP PERFORMER OF THE YEAR 2021

Bank of Makati Finance Corporation

SKILLS

- Customer Service
- Handling Customer Accounts
- Administrative Support
- Human Resource Management
- Telephone Ethics
- Inventory Management
- Time Management
- Cash Handling
- Financial Accounting
- Leadership & team development
- Productivity & Time-Management
- Stress-Management

WORK EXPERIENCES

ADMINISTRATOR

PAYROLL ASSISTANT & HUMAN RESOURCE OFFICER

Xceptional Intenational Services and Safety Corporation, March 2022 - January 2023

BANK COLLECTION OFFICER & ADMINISTRATOR

Bank of Makati Finance Corporation, July 2018 - March 2022

LOAN PROCESSING OFFICER & ADMINISTRATOR

Angel Heart Microfinance Inc., October 2016 - January 2018

CUSTOMER SERVICE ASSOCIATE

Manila Southern Associates Inc., September 2015 - May 2016

ADMINISTRATIVE ASSISTANT

Special Program for the Employment of Students, April 2013 - May 2013
Government of Nueva Ecija, Philippines

STUDENT ASSISTANT: WORKING STUDENT

College of Business Administration
Nueva Ecija University of Science and Technology

CERTIFICATIONS

MICROSOFT OFFICE SPECIALIST: MS Word & MS Excel, Microsoft Incorporated

HUMAN RESOURCE MANAGEMENT, Xceptional International Services and Safety Corporation

BUSINESS ETHICS AND SOCIAL RESPONSIBILITY, Xceptional International Services and Safety Corporation

OPERATIONS MANAGEMENT, Nueva Ecija University of Science and Technology

BANKING AND FINANCE, Nueva Ecija University of Science and Technology

PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, Nueva Ecija University of Science and Technology

JUNIOR MARKETING ASSOCIATION, Nueva Ecija University of Science and Technology: Member, 2013-Present

RESEARCH PAPER

STRESSED, DEPRESSED, BUT WELL DRESSED: A RESEARCH IN HANDLING STRESS WITH CONFIDENCE.

Nueva Ecija University of Science and Technology