

SELVIA OPENDA LAGARDE

🏠 KS9 Block 1 Lot 41 Beufort St., Lancaster New City, Brgy. Navarro, Gen. Trias, Cavite

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✉️ selvialagarde@gmail.com



OBJECTIVE

A business management graduate with 7+ years' experience in retail sales and customer interaction seeking for a career shift as an administrative clerk in your company

EDUCATION

TERTIARY

Cavite State University- Imus Campus
Bachelor of Science in Business
Management Major in Marketing
Management
2016 - 2020

Asian Institute of Computer Studies-
Bicutan Branch
Associate Degree in Business
Information Management
2009 - 2011

SECONDARY

Camarines Sur National High School
Naga City, Camarines Sur
2005 - 2009

PRIMARY

Naga Central School I
Naga City, Camarines Sur
1999 - 2005

SKILLS

- Strong work ethics
- Good verbal and written communication skills
- Ability to approach and interact with customers
- Knowledgeable in operating Point-of-Sales cash register and card terminal

INTERNSHIP EXPERIENCES

Mechatrends Contractors Corporation
224 Manggahan Street, Binakayan,
Kawit, Cavite
On-the-Job-Trainee
July 19, 2019 - August 31, 2019

DOST - Philippine Textile Research
Institute
Gen. Santos Ave., Bicutan, Taguig
City
On-the-Job-Trainee
November 15, 2010 - February 11,
2011

WORK EXPERIENCE

Concentrix
G/F Plaza, Building A, Northgate
Cyberzone
Filinvest Corporate City Alabang,
Muntinlupa
Advisor I, Technical Support
February 24, 2021 – April 17, 2021

Totally Creative Graphic Studio/
Invitation House
Basement 1 Greenbelt 5 Ayala
Center, Makati City
Retail Sales Clerk
July 1, 2011 - May 31, 2019

AWARD

Employee of the Year
Totally Creative Graphic Studio/ Invitation House
2015

CERTIFICATIONS

Certificate of Eligibility
Civil Service Exam Professional Level
October 3, 2019

Certificate of Eligibility
Civil Service Exam Sub-Professional
Level
November 26, 2013

PERSONAL INFORMATION

Age: 28
Birthdate: September 28, 1992
Sex: Female
Birthplace: Naga City, Camarines Sur
Religion: Roman Catholic
Civil Status: Single

CHARACTER REFERENCES

Jesus R. Marquez
General Manager
Totally Creative Graphic Studio/
Invitation House
0920 955 53 77

Beatrice Ysabel G. Marquez
Creative Manager
Totally Creative Graphic Studio/
Invitation House
0917 855 23 21

Maribel V. Macuja
Contracts and Services Manager
Mechatrends Contractors Corporation
0917 887 32 16