

CORTES, ANGELA IZY

CONTACT

 *** Jasmin St. Reparo baesa Caloocan City
 0931*****
 cortesangela**@gmail.com

TRAINING EXPERIENCE

OJT Trainee

Barangay161, Zone14,CaloocanCity
February2023 - April2023

- Assisted people coming to the Barangay for various inquiries and services.
- Helped with administrative tasks such as filing and data entry.
- Supported team members in organizing local meetings and activities.

SOFT SKILLS

- Independent Work
- Attention to Detail
- Adaptability

HARD SKILLS

- Computer Literacy
- Typing and Data entry

OBJECTIVES

Self-motivated and dependable individual with a commitment to providing exceptional service and achieving excellence in all tasks,looking to grow in a supportive and challenging role.

EDUCATION

TERTIARY

2023-PRESENT

University of Caloocan City-South
Biglang Awa St Cor 11th Ave Catleya,
GracePark East,Caloocan,1400 Metro
Manila.

SECONDARY

(SENIORHIGH)

2021-2023

Datamex College of St.Adeline
357J.Teodoro St,Cor 10th Ave,Caloocan
(JUNIORHIGH)

2017-2021

Baesa High School
229 ReparoRd, Caloocan, MetroManil

PRIMARY

2011-2017

Baesa Elementary School
Reparo Street Baesa, Caloocan, 1401 Metro