

## **John Ruben J. Javier**

#199 Rizal Avenue Brgy. San Juan Taytay, Rizal

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### **OBJECTIVE**

To be able to perform duties and responsibilities that are related to customer relations in a transparent, effective and efficient manner and be able to apply as well the skills that I have acquired during my years of study. And to contribute to the success of the organization in the role of customer relations position.

### **TECHNICAL SKILLS**

- Knowledgeable of PC windows platforms and Microsoft Office applications such as Word, Excel and Powerpoint

### **PERSONAL SKILLS**

- Good written and verbal communication skills
- Organized and efficient
- Ability to work independently or as a part of a team

### **EDUCATIONAL ATTAINMENT**

Tertiary:

#### **Our Lady of Fatima University**

*Antipolo, Rizal*

*Bachelor of Science in Hotel and Restaurant Management*

*2014 - 2016*

Secondary:

#### **Holy Deliverance Integrated Christian School**

*Angono Rizal*

*2012-2013*

High School Diploma

#### **Juan Sumulong Memorial Junior College**

*Taytay Rizal*

*2011- 2012*

#### **Taytay United Methodist Christian School**

*Taytay Rizal*

*2009 – 2011*

**Taytay United Methodist Christian School**

*Taytay Rizal*

2003-2009

Grade School Diploma