**Pamela P. Cruz**

**PERSONAL INFORMATION**

Current Address : 12/ 43-45 Johnson Street, Chatswood New South Wales, Syndey

Mobile Number : **0420754970**

E-mail Address : pamelapascruz@gmail.com

Available days : any days

**CAREER OBJECTIVE**

A diligent and responsible individual seeking to attain a respected and quality employment that would fit across my communication skills in any position available in a professional field

**EDUCATION**

Diploma :Leadership and Management, present

University : Sydney Global College

Diploma : Bachelor’s Degree Major in Mass Communication,2011

University : Far Eastern University

**CERTIFICATE** : NSW First Aid Training, 2019

: NSW RCG/RSG Training (Responsible Service of Gambling, 2019

 : NSW RSA Training (Responsible Service of Alcohol), 2019

 : NSW Barista Training Course, 2019

 : TESOL (Teach English to Speakers of Other Languages), 2018

**ADDITIONAL QUALIFICATIONS**

ACHIEVEMENTS

 Cum Laude, Batch 2011

 Finalist, Champion in Best thesis Colloquium Award, 2011

 FEU Academic Partial Scholar, 2009

 Top Performer and Top QA Agent Award

 Perfect Attendance Award

**Core Competencies:**

 Proficient in Windows and Microsoft Office Applications

 Opera Software

**WORK HISTORY FROM THE PRESENT DATE DOWN TO THE DATE OF GRADUATION**N

Employer: Randstad Australia

Duration: August 2019 to present

Full Address: Talavera Rd, Macquarie Park, NSW

Job Title:Process Worker

Employer: Kagoshima Master

Duration: September to December

Full Address: North Sydney, NSW

Job Title:Kitchen Hand

Employer: Grand Aces Ventures Inc.

Duration: Feb 2019 to present

Full Address: Angono, Rizal

Job Title:Sales Supervisor- Administrative Assistance

Name of Employer: Genting Philippines- Resorts World Sentosa, 5 to 6 star hotels

Duration: July 2013 to December 2017

Full Address: Andrews Avenue, New Port City, Pasay City

Job Title:Front Office/Customer Service

Name of Employer: Automobile Association Philippines

Duration: October 2011 to May 2013

Full Address: 683 Aurora Blvd, New Manila, Quezon City, Metro Manila

Job Title: Advocacy Staff- Administration

**PROFESSIONAL REFERENCES**

Name: Marriane Krysselle Title: Disability Care Worker, NSW

Mobile No.: 0413339512

E-mail Address: bannawemariannekrysselle@yahoo.com

Name:Eliseo Campilla

Title: Owner/CEO

Name of Organization:Grand Aces Ventures Incorporated

Mobile No.:+639558880252

E-mail Address: elicampilla@yahoo.com \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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