



Mirela Minky Mendoza Guevarra



OBJECTIVE

A Business Management graduate seeking to help future clients in running their businesses by applying the skills and knowledge that I possess and is ready to learn more through professional working environment.

PERSONAL INFORMATION

ResuméLink: mirelaminkyguevarra.jobs180.com
Address: Caingin Street, Anao, Mexico Pampanga, Central Luzon (Region III) 2021
Birthdate: August 30, 2002
Civil Status: Single
Gender: Female
Nationality: Filipino
Email: guevarraminky@gmail.com
Mobile: 09653406705

WORK EXPERIENCE

2023 Jul to **PhilHealth**
2023 Nov Position: Intern
Trainee
Specialization: Customer Service
Industry: Government

EDUCATION

2023 Dec **Bachelor's/College Degree**
Holy Angel University (HAU)
Major: Business Management
Field of Study: Business Studies/Administration/Management
2020 Jun **Senior High School Diploma**
Bloomingfields Academy Foundation, Inc.
Major: ABM
Field of Study: Academic Track: Accountancy, Business & Management (ABM)
2018 May **High School Diploma**
Bloomingfields Academy Foundation, Inc.

SKILLS

- Critical Thinking
- Time Management
- Flexibility
- Computer Literacy
- Microsoft Word, Microsoft Power Point, Mircosoft Excel
- Google Docs, Google Slides, Google Sheets, Google Forms
- Canva
- Document Management

LANGUAGES

- English
- Filipino
- Kapampangan

ACHIEVEMENTS

1st Year College 2nd Semester Dean's Lister (A.Y. 2020-2021) 2nd Year College 1st Semester Dean's Lister (A.Y. 2021-2022)
Grade 12 - With Honors

CERTIFICATIONS

2023 **PhilHealth Orientation And
Updates For PhilHealth
Employers Engagement
Representative (PEER) Forum**

SEMINARS

2023	Data Privacy Act & Cyber Crime Prevention Act	2023	Anti-sexual Harassment & Safe Spaces Act
2023	Values And Integration In Workplace		

View more of my ResumèLink at <http://mirelaminkyguevarra.jobs180.com>