**RHUCILLE ANNE SANCHEZ BAGONGON**

Current Address: P-15, University Town, Musuan, Maramag, Bukidnon

Home Address: P-15, University Town, Musuan, Maramag, Bukidnon

8710, Philippines

Mobile: +639271493105

Email: *rhucillea1214@gmail.com*



**Educational Attainment**

College : BS Office Administration

Central Mindanao University

University Town, Musuan, Maramag, Bukidnon,

8710, Philippines

April 07, 2016

Secondary : Central Mindanao UniversityLaboratory High School

Musuan, Maramag, Bukidnon, 8710, Philippines

March 30, 2012

Elementary : Musuan Elementary School

Musuan, Maramag, Bukidnon, 8710, Philippines

March 28, 2008

**Work Experience**

Sales and Marketing Officer BANGLAS Sleep Inn

P-8 Poblacion, Cabanglasan, Bukidnon, 8723, Philippines

Responsible for developing sales strategies and approaches for various products and services offered, such as booking and catering services. In charge for creating a plan for engaging the target market, plan for gaining customers and retaining them, answering questions from clients about the products and services we offer, as well as maintaining excellent relationship with clients through superior customer service.

June 6, 2022 - July 5, 2024

College/Office Clerk Central Mindanao University

College of Nursing

University Town, Musuan, Maramag, Bukidnon, 8710, Philippines

Responsible of performing clerical duties like writing letters and memorandums then forward and disseminate it to other offices and or person. Also performs receiving of incoming documents, filing documents, writing minutes of the meeting, answering calls and handling emails.

August 23, 2021 – May 6, 2022

Office Clerk Central Mindanao University

Supply and Property Management Unit

University Town, Musuan, Maramag, Bukidnon, 8710, Philippines

Responsible of performing clerical duties like writing letters and memorandums then forward and disseminate it to other offices and or person. Also performs receiving of incoming documents, filing documents, writing minutes of the meeting, answering calls and handling emails.

November 14, 2016 - December 14, 2018

On-the-job Training Landbank of the Philippines

Agrarian Operations Center-X

Luna-Velez Streets Cagayan de Oro City, 9000, Philippines

Responsible of performing clerical duties like writing letters and memorandums then forward and disseminate it to other offices and or person. Also performs receiving of incoming documents, filing documents, writing minutes of the meeting, answering calls and handling emails.

November 9, 2015 - February 12, 2016

**Skills**

Good communication skills, computer skills, multitasking skills, customer service skills and good listening skills

Languages: Filipino, English, Cebuano

Responsible, organized, flexible, fast learner, willing to be trained, with good interpersonal skills, can work under pressure and has a high sense of    responsibility.



**Personal Data:**

Name: Rhucille Anne S. Bagongon Age:  27 years old

Civil Status: Single Date of Birth: December 14, 1995

Nationality: Filipino



**Character Reference:**

**1.** Mr. Argel M. Vallecer

BSOA Instructor

Central Mindanao University – College of Business & Management

University Town, Musuan, Maramag, Bukidnon

09177240233

**2.** Mrs. Divine S. Toquib

Central Mindanao University - Human Resource and Management Office

University Town, Musuan, Maramag, Bukidnon

09534909155

I hereby certify that the above information is true and correct to the best of my knowledge and belief.