



RUFINA T. LUAREZ

PROFILE

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

CONTACT

PHONE:
+63 912 362 5635 – WhatsApp

EMAIL
Rufina_luarez@yahoo.com
Rufinatluarez@gmail.com

SKILLS

- Sales & Marketing
- Customer Service
- Salon Nail & Hair Technician | Massage Therapist | Receptionist
- Teacher Assistant
- Cleaner / Housekeeper (Cleaning & Cook)
- Good communication (English & Tagalog)
- Personal Assistant
- Computer Literate
- Multi-Tasking, Flexible, Empathetic, and Detail-Oriented

WORK EXPERIENCE

Housekeeper & Personal Assistant

Solis Family – Dr. Marjorie Solis (veterinarian)

Purok 1. Danipas, Bgy. Labisma Bislig City Surigao Del Sur Ph.
Mar. 2022 – Mar. 2023 (1yr)

Function: Cleaning house, cooking, doing personal errands, she would bring me to the Vet Clinic and assist her with other works there such as cleaning, encoding files on computer.

TEACHER ASSISTANT

DANIPAS DAY CARE CENTER

Purok 1. Danipas, Bgy. Labisma Bislig City Surigao Del Sur Ph.
Jan. 2019 – Feb. 2022 (3yrs)

Function: Helping Teacher create lesson plan, getting classroom ready for lessons, helping children who needs extra support in class, supervising group activities, helping with outings and sports events, support teacher in managing class behavior, supervising group activities, overseeing students during break times, lunch, and dismissal, and carrying out administrative tasks.

NAILS & HAIR TECHNICIAN

DULCE TIEMPO LOZORATA ALBURO

Bareda St. Caramcam Mangagoy Bislig City
Nov. 2014 – Dec. 2018 (4yrs+)

Function: Manicure & Pedicure, Hair Treatment, Color, Massage Therapist and Receptionist (depending on weekly assigned weekly task) etc.

SALES AGENT

IMS/INTEGRATED MANAGEMENT SERVICES INC.

Bgy. Real-Crossing Calamba Laguna City
Feb. 2009 – Jun. 2014 (5yrs+)

Function: Inbound & Outbound sales agent, Reporting, Email and Handle calls

EDUCATION

ASSOCIATE DEGREE: COMPUTER TECHNICIAN

Southern Technological institute of the Philippines, Inc.

2006 – 2008

SECONDARY: TABON M ESTRELLA NATIONAL HIGH SCHOOL

Annex, Danipas, Bgy. Labisma Bislig City, Surigao Del Sur Ph.

2001 – 2005

PRIMARY: ESPIRITU ELEMENTARY SCHOOL

Danipas, Bgy. Labisma Bislig City, Surigao Del Sur Ph.

1994 – 2001

ADDITIONAL DETAILS

Gender: Female
Birthdate: 04-OCT-88
Birthplace: Bislig City, Surigao Del Sur
Civil Status: Single
Religion: Roman Catholic
Citizenship: Filipino
Weight: Approx. 60kg
Height: 5ft.

Passport ID: P1772104C

HOBBIES:

Volleyball
Singing
Zumba
Swimming
Reading Books

Willing to relocate abroad.

CERTIFICATES

BEAUTY CARE – NATIONAL CERTIFICATE II

Issued on September 12, 2014

HOUSEKEEPING – NATIONAL CERTIFICATE II

Issued on November 17, 2021

CHARACTER REFERENCE

Ms. Teresita Barundia
Investment Manager
IMS Integrated Management Services Inc.
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Marily Baretto
Danipas Day Care Center
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Dr. Marjorie Solis (Vet)
Solis Family
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