

16 C street Al Satwa Dubai UAE

+971 58 907 6177

gmtoreja06@gmail.com

## GERLIE MAE TOREJA



### OBJECTIVE

To obtain a position that will enable me to apply my educational background and skills.

### PERSONAL INFORMATION

PLACE OF BIRTH	Masaya, Rosario, Batangas
DATE OF BIRTH	July 21, 2000
AGE	24
SEX	Female
CIVIL STATUS	Single
HEIGHT	5'7
WEIGHT	64
RELIGION	Baptist Christian
NATIONALITY	Filipino
LANGUAGE	
SPOKEN	Filipino, English
FATHER	Gerardo G. Toreja
MOTHER	Mary Jean H. Toreja

### SKILLS & ABILITIES

- Hardworking and able to perform various tasks in a timely manner.
- Able to socialize and get along with other people and co-workers.
- Well-mannered, dedicated and committed.
- Could assume leadership in team building.
- Equipped and capable on any technical work responsibility.
- Always seek for the betterment and willing to learn.

### WORK EXPERIENCE

Waterworks Department  
February 2018 – April, 2018  
OJT, LGU – Burgos, Pangasinan

Tourism Department  
May 07, 2018 – June 04, 2018  
SPES, LGU – Burgos, Pangasinan

BAC Department  
April 04, 2022 – April 13, 2022  
OJT, LGU – Burgos, Pangasinan

Don Marcelo Jimenez Memorial Polytechnic Institute, Inc  
IT STAFF  
August 15, 2022 – November 21, 2022

Don Islao Farm  
December 05, 2022 - February 10, 2023  
Customer Service Staff

Supervalue, Inc  
Pasay, Metro Manila  
Supply Chain Assistant  
2023-Present

EDUCATION	<p>PANGASINAN STATE UNIVERSITY 2018-2022 - Bachelor of Science in Information Technology Bolaney, Alaminos, Pangasinan</p> <p>BURGOS NATIONAL HIGH SCHOOL 2012-2018 – With Honors Poblacion, Burgos, Pangasinan</p> <p>MASAYA ELEMENTARY SCHOOL 2006-2012 Masaya, Rosario, Batangas</p>
SKILLS	<ul style="list-style-type: none"><li>• Computer Literate (Microsoft Office)</li><li>• Know basic skills in Photoshop CS6, Filmora and Kinemaster</li></ul>
SEMINARS ATTENDED	<ul style="list-style-type: none"><li>• Data Privacy Fundamentals</li><li>• Security and Privacy for Big Data</li><li>• Careers in Cyber Security</li></ul>
REFERENCES	<p><b>SHARON B. LAPEZ</b> Municipal Tourism Officer LGU-BURGOS, Pangasinan +639094495299</p> <p><b>DELAILAH C. LOMBOY</b> Barangay Treasurer Hermosa, Dasol, Pangasinan +639302342105</p>

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

**GERLIE MAE H. TOREJA**  
Applicant



