

# Resume of joe rizal

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BUSTER**

CURRICULUM VITAE Jose Protacio Mercado Rizal y Alonso Realonda Personal Information: Home address: Calamba, Laguna Date of Birth: June 19, 1861 Place of Birth: Calamba, Laguna, Philippines Height: 5 feet Weight: 42 kg/ 411. 6 N Job Experience: Student Assistant (April 2010 and April 2011) Saint Louis University Human Resource Department Baguio City, Philippines Major Duties and Responsibilities: 1. File copies of different letters. 2. Sort files alphabetically to their respective filing cabinets. 3. Classify and sort files of different departments and colleges. 4. Assist in the making and laminating in the identification cards of employees. 5. Assist in instructing and organizing of the enrolment of working scholars. Enrolment helper (May 2010 and May 2011) Saint Louis University- Laboratory Elementary School Medical and Dental Clinic Baguio City, Philippines Major Duties and Responsibilities: 1. Give medical forms to the parents or guardians of incoming kinder and transferee pupils. 2. Instruct the parents and guardians on what to place on the forms. 3. Give the parents and guardians their corresponding number for the proper sequence of entering the clinic. 4. Sort and file the medical records of the new pupils. 5. Classify and file the medical records of the pupils according to their sections for the next school year. Working scholar (November 2009-March 2011) Saint Louis University- Laboratory Elementary School Medical and Dental Clinic Baguio City, Philippines Major Duties and Responsibilities: 1. Assist the nurses in first aid procedures. 2. Assure the cleanliness of the clinic. 3. Assure the safety of the pupils, specially the lower grade pupils (kinder to grade 3) by bringing them back to their specific classrooms. 4. File patients' health cards to their respective place. 5. Assist in the medical dental and medical check-up. 6. Wash and dry dental

instruments. Educational Attainment: College: Philosophy and Letters (1877-1878) University of Santo Tomas Sampaloc, Manila Philippines Course on Surveying Ateneo de Manila (1877-1878) Loyola Heights, Quezon City, Metro Manila Philippines Medicine (1878-1882) University of Santo Tomas Sampaloc, Manila Philippines Medicine & Philosophy and Letters Universidad Central de Madrid Madrid, Spain Secondary: Ateneo de Manila (1872-1877) Loyola Heights, Quezon City, Metro Manila Philippines Elementary: Mabini Elementary School (1999-2005) Baguio City, Philippines Skills and Hobbies: Skills: \* Ability to work under pressure \* Can write speeches, scripts and reports \* Flexible in working in a multi-cultural working environment \* Literate in Computer programs: \* Microsoft Word \* Microsoft PowerPoint \* Microsoft Excel \* Microsoft Access \* Microsoft Publisher \* Microsoft Photoshop \* Movie Maker Hobbies: \* Reading books, watching movies, listening to music, editing pictures, making movies in movie maker, writing poems, singing, playing the piano and guitar. \* Sports: \* Volleyball Seminars: The taxation approach \* November 28, 2010 \* AVR Devesse building, Maryheights Campus, Bakakeng, Baguio City Insurance, Savings, and Investments \* January 30, 2011 \* Center for Culture and the Arts, Saint Louis University Relevant Issues with the CARPer \* September 18, 2011 \* AVR Devesse building, Maryheights Campus, Bakakeng, Baguio City Character References: I, do hereby, attest that the above statements are true, correct and updated to the best of my knowledge.