**JESSA M. CHIO**

935 Tindalo Street, Katipunan Madaum, Tagum City

(0927) 575 1983 | jessachio7696@gmail.com

**OBJECTIVE**

I want to excel in different kind of field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge to help the company and my co-workers be successful.

**EDUCATION**

Bachelor of Science in Marketing (April 2017)

**ATENEO DE DAVAO UNIVERSITY**

Highschool Diploma (March 2013)

**ST. MARY’S COLLEGE OF TAGUM**

**SKILLS AND EXPERIENCE**

Computer: SAP, Microsoft Word, PowerPoint, Excel, Adobe Photoshop

Other: Dancing, Singing, Drawing, ad Painting, can drive car

**EMPLOYMENT HISTORY**

**MJ Enterprises and Construction (January 2014)**

* Encoder
* Provided efficient and friendly service to customers

**Davao Metro Shuttle Corporation (May 28, 2017-January 10, 2018)**

* Admin Assistant/ Assistant of the Executive Assistant

**Metro Gear Construction Corporation (January 11, 2018-Febuary 28, 2019)**

* Liaison Officer
* Billing and Bidding

**StreetBy (March 4, 2019-July2019)**

* Account Manager/Sales Officer
* Account Maintenance

**Seckka Empire Builders Inc. (September 9, 2019 – March 13, 2020)**

* Accounting Technician
* Administrative Staff

**ON THE JOB TRAINING**

1. **IRA-AIR Innovative Research and Analysis, Inc.**
   * Researcher (Proposed a study about E-payment system in Davao City)
2. **BARANGAY HALL, TIBUNGCO, DAVAO CITY**
   * LGU
3. **BARANGAY 34-D, DAVAO CITY**
   * Community Service

**CERTIFICATIONS:**

* **Business Course Online**

April 5, 2020

Harvard Business School Online

Application ID: 202000071328

* **STAR Online Training Program**

April 12, 2020

TESDA Online Program

* **START and Improve Your Business**

April 12, 2020

TESDA Online Program

* **Managing Your Personal Finances**

April 12, 2020

TESDA Online Program

* **Fruit Grower**

April 12, 2020

TESDA Online Program

* SAP Business One

April 27, 2017

**Ateneo de Davao University**

* From Student to Career: How to Make

the shift

March 7, 2016

**Ricci Hall, Community Center of the**

**First Companion, Ateneo de Davao University**

* Ateneo de Davao Global Marketing: Breaking Boundaries and **Bangkok, Thailand**

Linking Culture through Global Business,

Sasin Graduate Institute of Business Administration of

Chulalongkorn University

November 16, 2016

* Global Educational Tour,

Panyapiwat Institute of Management **Bangkok, Thailand**

November 17, 2016

* National Service Training Program **Ateneo de Davao University, Davao City**

Civic Welfare Training Service (NSTP-CWTS 1&2, SY 2014-2015)

March 21, 2015

* Stock Trading Forum of the **Ateneo de Davao University, Davao City**

Junior Finance Executive Club 2014-2015

February 27, 1015

* Case Study and Business Writing Seminar **Ateneo de Davao University, Davao City**

September 9, 2015

* Bridging Gaps in Mindanao **Ateneo de Davao University, Davao City**

Through Advertising

September 14, 2015

* Social Marketing Community **Carmen, Davao del Norte**

Service Program (prison facility)

January 21, 2017

**REFERENCES:**

1. **Rey T. Uy**

Vice Governor

DAVNOR Provincial Capitol

Davao del Norte

+63 922 846 7646

1. **Mrs. Rodilina B. Marte, MBA, MAEEE**

Division Chairman, Marketing Department

Ateneo de Davao University