**Resume of**

**JENELYN LEGASPI MITRA**

254 Carnation St., Saradpon Subdivision

Pag-asa III, Imus, Cavite 4103

Tel. No. 09399020198 / (046) 434-1819

Skype-parkmallsjewelry

Email-jenelynlegaspimitra@yahoo.com

**Objective:** To gain employment in a dynamic and stable organization and be able to contribute to the success of the company.

**WORK EXPERIENCE**:

**Sales Representatives**

**Greatleaf Land Inc.-Property Company of Friends Inc.**

February 2015 up to present

**Self-Employed-Owner**

**JL Mitra Residential and Commercial Building**

Blk.9. Lot 3. Cavite Viejo Subd.,

Gahak, Kawit Cavite 4104

September 2014 up to present

**Educational Background:**  **Year Graduated**

**St. Dominic College of Asia April 2010**

Emilio Aguinaldo Highway Bacoor Cavite

*Bachelor of Science in Nursing*

**Divine Word College of Calapan April 1993**

Calapan City Oriental Mindoro

*Two-Year Junior Secretarial Course*

**Jose J. Leido Jr. National Memorial High School April 1991**

Calapan City, Oriental Mindoro

**PuticanElementary School March 1987**

Baco, Oriental Mindoro

**Special Skill:**

Computer literate; can speaks Filipino, English and Japanese

**Personal Information:**

Date of birth : October 09, 1974

Place of birth : Pulangtubig Baco, Oriental Mindoro
Gender : Female

Civil status : Single

Height : 5 ft 2 inches

Weight : 52 kgs

Nationality : Filipino

Religion : Roman Catholic

Father : Jimmy D. Mitra

Occupation : Carpenter

Mother : Roberta L. Mitra

Occupation : Housewife

**Trainings:**

 **:** Basic Life Support-Cardio Pulmonary Resuscitation

 : Disaster Management

 : Start Triage

 : ECG/EKG Reading and Interpretation

 **Community Health Education Emergency Rescue Services**

**January 15-16, 2011**

 **:** Basic Life Support- Cardio Pulmonary Resuscitation

 **Red Cross (Cavite Chapter)**

**May 12-13; 17, 2008**

 : First Aid Training

 **Red Cross (Cavite Chapter)**

**May 12; 14-17, 2008**

**Character references:**

**Engr. Leony C. Reyes**

Davis Langdon & Seah

Kingscourt II Bldg.,

Pasong Tamo, Makati City

Tel No. 02-811-2971

**Ms. Fe Alvarado**

Senior Sales Associate

Get-Away Travel and Tours Agency

Get-Away Bldg., Adriatico St., Malate Manila

CP #+639192231884

**Person to contact in case of emergency:**

Ms. James Robert L. Mitra

(Registered Nurse)

254 Carnation St., Saradpon Subdivision

Pag-asa III, Imus, Cavite 4103

Tel. No. (046) 434-1819/ (0910)104-9587

I hereby certify that the above information is true and correct.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 JENELYN L. MITRA

Res. Certificate No. : 33265283

Place / Date issued : Kawit Cavite / 01-07-16

SSS No. : 04-0860387-6

Passport No. : EB4470537

NBI No : M360JJIN47-RB40603