

Fritzie K. Lugmoc
Avelino, Lower Fairview, Baguio City
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OBJECTIVE:

I envision working in your Office where I can impart and apply my knowledge and skills that can help in the development and success of your institution and to be able to acquire from your institution the best quality that can mold me to be a better person.

PERSONAL DATA:

Age: 27 years' old
Date of Birthday: October 18, 1997
Civil Status: Single
Gender: Female
Citizenship: Filipino

EDUCATIONAL BACKGROUND:

Primary Level: Tungngod Elementary School
Tungngod, Lagawe, Ifugao
2009-2010
Secondary Level: Don Bosco High School
Pob.South, Lagawe, Ifugao
2013-2014
Tertiary Level: Bachelor of Science in Tourism Manag
Ifugao State University
Nayon, Lamut, Ifugao
2017-2018

ACCOMPLISHMENTS:

- Dean's Lister (Ifugao, State University, 1st year level)
- Best ON-THE-JOB TRAINEE (TOURISM) during the recognition day of Ifugao State University Main Campus, 2017-2018
- On-the-Job-Training at Department of Tourism (DOT) in Baguio City, June 19, 2017 to July 18, 2017.
- On- the-Job-Training in Rio Grande De Laoag Resort/Hotel and Nature Park in Laoag Ilocos Norte, March 10, 2018 to April 30, 2018.

EXPERIENCES:

- Noblelife International Inc.- Baguio Branch as **ADMIN SALES/ OIC BRANCH**, March 2023 up to present.
- Baguio Flower Festival Inc. as **SECRETARIAT ADMIN**, January to February 2023.
- Job Order at the Provincial Tourism and Heritage Office (PTHO) as **ADMIN ASSISTANT RESEARCHER** in Lagawe Ifugao October 2021-June 2022.

- Sangguniang Panlalawigan Office to Board Member Mr. Ceasario Cabbigat and Board Member Mr. Augustin Calyaen as **ADMIN ASSISTANT**, January 2021 to February 2021
- Job Order at the Provincial Disaster Risk Management Office (PDRRM) as **ADMIN AIDE** in Lagawe Ifugao,2019

SEMINARS AND WORKSHOPS ATTENDED:

- **FRONT DESK/ FRONT OFFICE**
Kay-ang hills Hotel/Restaurant
September 20-23, 2022
- **GENERAL VIRTUAL ASSISTANT COURSE , SOCIAL MEDIA MANAGEMENT COURSE, FACEBOOK ADS COURSE, AMAZON ONLINE ARBITRAGE COURSE, GRAPHIC DESIGN COURSE , BASIC WORDPRESS COURSE, COPYWRITING COURSE, EMAIL- MARKETING COURSE**
The VA CAMP Est.2021
January 2025

CHARACTER REFERENCES:

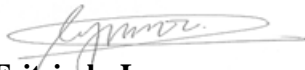
Ms. Kolleen Rayne Bongayon

Medical Technologist

Lagawe, Ifugao

09494889285

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



Fritzie k. Lugmoc

Applicant

