

ADDRESS: 010 Purok Rupenta 1, Magugpo East, Tagum City, Davao del Norte
MOBILE: +639267237693 (Globe)
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MA. DANICA R. DECENA

PERSONAL INFORMATION

GENDER: Female

AGE: 23

DATE OF BIRTH: August 20, 2002

RELIGION: Roman Catholic

HEIGHT: 5'3"

SPOUSE: None

MOTHER'S NAME: Miranda Rivas Decena

FATHER'S NAME: Danilo Pabia Decena

CIVIL STATUS: Single

CITIZENSHIP: Filipino

PLACE OF BIRTH: Tagum City, Davao del Norte

OCCUPATION: None

WEIGHT: 49 kg

CHILDREN: None

OCCUPATION: Housewife

OCCUPATION: Driver

EDUCATION

PRIMARY EDUCATION

Magugpo UCCP Christian School (2014)

Doctolero Avenue, Magugpo East, Tagum City, 8100, Davao del Norte, Philippines

SECONDARY EDUCATION

High School: Letran de Davao Inc. (2018)

Seminary Drive, Tagum City, 8100, Davao del Norte, Philippines

Senior High School: Letran de Davao Inc. (2020)

Seminary Drive, Tagum City, 8100, Davao del Norte, Philippines

TERTIARY EDUCATION

BACHELOR OF SCIENCE IN CRIMINOLOGY (BSCrim) (2024)

St. Thomas More School of Law and Business

Doctolero Avenue, Magugpo East, Tagum City, 8100, Davao del Norte

WORKING EXPERIENCE

Transcriptionist (January 2020 – October 2022) Work From Home Account

- Listen to and write out audio recordings.
- Expand shorthand notes.
- Transcribe live meetings.
- Edit your transcriptions before filing them.
- Keep transcriptions organized for later use.

Allianz PNB Life Insurance Agent (December 2024 - June 2025)

- Bancassurance
- Customer Service
- Client Relationship Management
- Life Insurance Agent in PNB

Medical Representative (July 2025 - December 2025)

- Promoting and selling Pharmaceutical products to healthcare professionals
- Sales skills and negotiation
- Establish and maintain professional relationships

Cold Caller (January 2026 - March 2026) Work From Home Account

- Makes outbound calls to potential customers about timeshare
- Follows a prepared script while adapting to different customer responses
- Maintains a positive attitude despite frequent rejection

SKILLS

- Email and Chat
- Customer Service
- Data Entry
- Email Management
- Microsoft Office / PDF Oriented
- Communication (written and verbal), Typing, and Listening
- Adaptability and ability to work under pressure
- Negotiation and Persuasion Skills
- Open-minded

REFERENCE

▪ **Alexie B. Almohallas, LPT**

College Instructor/Student Affairs Coordinator of St. Thomas More School of Law and Business
09352438406

▪ **Noreen Cangas - Lorono**

Team Leader/Team Supervisor
09172724770