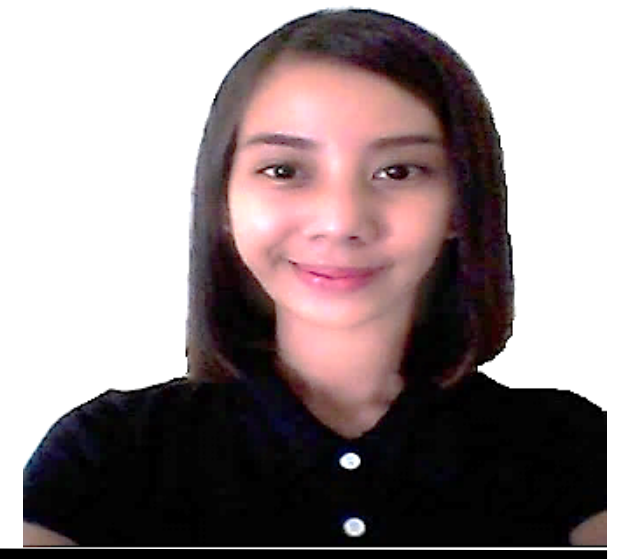


# DIVINA GRACIA B. JACOB

172 ROSE STREET, CHRISTOPHER II, MAYAPA, CALAMBA CITY, LAGUNA  
0923-930-9955  
divinagracia.bjacob@gmail.com



## PERSONAL DATA

**Date of Birth** : January 20, 1985 (41 years old)      **Place of Birth**: Daraga Albay  
**Height** : 5'4      **Gender** : Female  
**Weight** : 50 lbs.      **Religion** :  
Roman Catholic  
**Civil Status** : Married      **Nationality** : Filipino

## EDUCATIONAL ATTAINMENT

**Tertiary**      **University of Perpetual Help System-DALTA**  
Brgy. Paciano Rizal, Calamba City  
College of Arts and Sciences  
Major in Psychology - undergraduate  
June 2001- April 03, 2008

**Secondary**      **Camp Vicente Lim National High School**  
Camp Vicente Lim, Mayapa, Calamba City  
March 2001

**Primary**      **Mayapa Elementary School**  
Mayapa, Calamba City  
March 1997

## JOB EXPERIENCE

**February 2015**      **Claymoor Arts & Crafts / Divine HandyCrafts Souvenir Shop**  
**up to present**      Managing Own Business-- Online

**April 2010-2014**      **Little Friends of Saint Therese**  
Mayapa, Calamba City  
Pre-School Teacher

**January 2010**      **TeleTech Holdings (Call Center)**  
**-April 2010**      2<sup>nd</sup> floor Robinson Mall, Sta Rosa Laguna  
Customer Service Representative  
T-MOBILE ACCOUNT

**November 2008**      **TOYOTA MOTOR PHILIPPINES CORPORATION**  
**-May 2009**      (Sta. Rosa Laguna)  
Vehicle Logistics Staff

- Monitoring the daily consumption of the fuel
- Responsible for the Environmental Monitoring System (EMS)
- Responsible for the request of Requisite Requisition
- Responsible for the request of Purchasing Request (PR) (for the complete office supplies)
- Daily/Monthly report

## **ON-THE-JOB TRAINING**

- **INDUSTRIAL SETTING**

**TOYOTA MOTOR PHILIPPINES CORPORATION**

Human Resources Department/ Recruitment and Training Staff/  
Compensation and Benefits/ Team Relation and Team

Communication OJT

December 03, 2008 - May 02, 2008

- **CLINICAL SETTING**

**SPRING WELLS OF HOPE REHABILITATION CENTER**

Barangay Pansol, Calamba City Laguna

- **EDUCATIONAL SETTING**

**CAMBRIDGE INTERNATIONAL SCHOOL**

Spring Homes, Bucal Calamba City Laguna

## **COMPUTER SKILLS**

- ◆ Knowledgeable in Microsoft Office (Word, Excel, Access, PowerPoint, and Internet)

## **AFFILIATION**

Psych Society	(Member / College Council)
Youth for Christ	(Member / Youth Ministry)
Singles for Christ	(Member / Youth Ministry)

## **REFERENCES**

**Myleen Palma**

Mayapa Calamba Laguna - Office Staff  
0955-073-6162

**Merian Piamonte**

Halang Calamba / CSR  
0915-831-1164

**Maria Angela C. Aris**

CEO - Mrs Philippines International  
0927-086-0210

**DIVINA GRACIA B. JACOB  
APPLICANT**