

# ROSE ANN DELA CRUZ EUGENIO

**Address:** Abu Dhabi, United Arab Emirates **Email:** eugenioradc@gmail.com  
**Mobile:** +791 56 835 7828 **Linkedin:** linkedin.com/in/radce  
**Birth day:** July 16, 1994 **Languages:** English, Tagalog



## EDUCATION



**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  
**MAJOR IN MARKETING**  
Nueva Ecija University of Science and Technology

**Graduate, 2015**  
The Philippines

## CAREER ACHIEVEMENT



**TOP PERFORMER OF THE YEAR 2021**  
Bank of Makati Finance Corporation

## SKILLS

- Customer Service
- Handling Customer Accounts
- Administrative Support
- Human Resource Management
- Telephone Ethics
- Inventory Management
- Time Management
- Cash Handling
- Financial Accounting
- Leadership & team development
- Productivity & Time-Management
- Stress-Management

## WORK EXPERIENCES

### ADMINISTRATOR

#### PAYROLL ASSISTANT & HUMAN RESOURCE OFFICER

Xceptional Intenational Services and Safety Corporation, March 2022 - January 2023

### BANK COLLECTION OFFICER & ADMINISTRATOR

Bank of Makati Finance Corporation, July 2018 - March 2022

### LOAN PROCESSING OFFICER & ADMINISTRATOR

Angel Heart Microfinance Inc., October 2016 - January 2018

### CUSTOMER SERVICE ASSOCIATE

Manila Southern Associates Inc., September 2015 - May 2016

### ADMINISTRATIVE ASSISTANT

Special Program for the Employment of Students, April 2013 - May 2013  
Government of Nueva Ecija, Philippines

### STUDENT ASSISTANT: WORKING STUDENT

College of Business Administration  
Nueva Ecija University of Science and Technology

## CERTIFICATIONS

**MICROSOFT OFFICE SPECIALIST: MS Word & MS Excel**, Microsoft Incorporated

**HUMAN RESOURCE MANAGEMENT**, Xceptional International Services and Safety Corporation

**BUSINESS ETHICS AND SOCIAL RESPONSIBILITY**, Xceptional International Services and Safety Corporation

**OPERATIONS MANAGEMENT**, Nueva Ecija University of Science and Technology

**BANKING AND FINANCE**, Nueva Ecija University of Science and Technology

**PROFESSIONAL DEVELOPMENT TRAINING PROGRAM**, Nueva Ecija University of Science and Technology

**JUNIOR MARKETING ASSOCIATION**, Nueva Ecija University of Science and Technology: Member, 2013-Present

## RESEARCH PAPER

### STRESSED, DEPRESSED, BUT WELL DRESSED: A RESEARCH IN HANDLING STRESS WITH CONFIDENCE.

Nueva Ecija University of Science and Technology