



PENNY C. TIDALGO

Purok Bambil, Brgy. Mac Sogod Southern Leyte
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PERSONAL DETAILS

Date of Birth: March 20, 1983
Gender: Female
Nationality: Filipino
Marital Status: Married
Religion: Roman Catholic

SKILLS:

- Good Communication Skills
- Strong Work Ethic
- Creativity
- Leadership

ABOUT

A highly motivated and detail-oriented professional with over a decade of experience in administrative and secretarial roles. Proven ability to manage multiple tasks efficiently, maintain confidentiality, and provide exceptional support to senior management

EDUCATION

LET Passer
September 2023

College:
Saint Thomas Aquinas College
Bachelor in Elementary education
Major: General education
Graduated: 2021-2022

High School:
Ruperto K. Kangleon Mernorial Agro
Fisheries
Technical Institute (RKKMAFTI)
Sart Ramon, Bontoc Sa Leyte
Graduated: 2000-2001

Elementary:
Taa, Elementary School
Taa, Bontoc So. Leyte
Graduated: 1996-1997

EXPERIENCE

Streamline Blinds Corporation
Sales Secretary
July 01, 2007-January 31, 2018

- Introducing and selling the product to possible clients. Organizing the clients files. Collecting payables