

CURRICULUM VITAE



PERSONAL DETAILS

Surname: Alcaraz
Given Name: Rachelle
Middle Name: Villanueva
Date of Birth: March 23,1983
Place of Birth: Talisay , Batangas ,Philippines
Gender: Female
Height: 5'3
Civil Status: single
No of children: 0
Nationality: Filipino
Religion: Catholic
Languages: English, Tagalog,
Able to drive:
Willing to learn:
Able to swim:

PERSONAL ATTRIBUTES:

- Positive attitude, hardworking, honest, focused and open minded
- Can work under stress tolerance and beyond the call of duty
- Can work under minimum supervision
- Good in written and oral communication skills

SKILLS:

- **Can cook (western cooking and baking)**
- **Can sing**
- **Can drive**
- **Can tutor**
- **Able to use most kitchen appliances**
- **Plays volleyball**

EDUCATIONAL BACKGROUND

Elementary: Quiling Elementary School
Address: Talisay , Batangas ,Philippines
Year graduated: 1996

Secondary: Tanauan School of Fisheries
Address: Tanauan city, Batangas ,Philippines
Year graduated: 2000

Tertiary: Polytechnic University of the Philippines
Address: Sto.Tomas,Batangas,Philippines
Year graduated: 2004
Bachelor in Business Teachers Education
Major : Business Technology

ON THE JOB TRAINING

August 2003 - March 2004 PRACTICE TEACHING
Tanauan School of Fisheries
Tanauan City, Batangas, Philippines

November 2001 - March 2002 OFFICE PRACTICUM
Prudential Life Plan, Inc.
Tanauan City, Batangas, Philippines

EMPLOYMENT HISTORY

November 2007 – Present

DOMESTIC HELPER
Macau

May 2007 – October 2007

WAITRESS
Macau

June 2004 - March 2007

CLASSROOM TEACHER
Ann Marris Montessori School
Gen. Trias, Cavite, Philippines