JENARDINE DELA CRUZ

CONTACT

Arayat, Pampanga, Philippines

SKILLS

- Adaptability
- Flexibility
- Listening Skills
- Creativity
- Editing
- Social Media Management
- Problem Solving Ability
- Critical Thinking
- Time Management

LANGUAGES

- English
- Tagalog
- Cebuano
- Kapampangan

PROFILE

Optimistic and self-motivated Senior High School graduate with a strong belief in positive outcomes and continuous learning. Responsible, trustworthy, and creative with excellent communication and interpersonal skills. Although I have no professional experience yet, I am highly trainable, eager to learn, and willing to be trained. Skilled at building respectful relationships and working well with others.

PERSONAL EXPERIENCES

Job Clean 2023

Cashier, Auditor, and Attendant

- Processed customer transactions accurately using POS system, handling cash, cards, and digital payments with 99%+ balancing accuracy.
- Operated and monitored amusement park rides to ensure 100% compliance with safety protocols and guest safety. Delivered positive guest experiences through courteous service and communication.

Missionary/Volunteer Representative 2024-2026

The Church of Jesus Christ of Latter-day Saints

- Facilitated workshops and teaching sessions for community groups, developed curriculum, and public speaking materials tailored to different audiences.
- Developed and executed strategic plans that increased community outreach engagement and sustained program growth across multiple areas.
- Trained upwards of a hundred young adults regularly on communication, goal setting, and productivity.
- Facilitated weekly leadership syncs and tracked KPIs through detailed progress reports to ensure alignment with goals.

EDUCATION

San Agustin Norte Arayat, Pampanga 2016

San Agustin Elementary School

Camba Arayat, Pampanga 2021

San Agustin Elementary School

Suclayin Arayat, Pampanga 2023

Exact Colleges of Asia

Certificate 2026

Welfare and Self-Realiance Services