

## **Corazon T. De Villena**



### **Personal Background:**

Born on January 9, 1975 in Manila, Philippines. Single Parent with 2 sons ages 24 & 22. Fluent in English, Filipino and Nippongo. Knowledgeable in MS Office. Interests include reading, dancing and cooking.

### **Work Experience:**

July 2008 to present	Advertising/TVC Production Designer & Stylist
Nov 2015 to present	Part time instructor ( Zumba, Crossfit, Gym)
Oct 2014 to April 2017	Hotel Dream World Room Attendant
July 2006 to June 2008	Kingdom International Manpower Services Executive Assistant to the Managing Director Arranges appointments & meetings, travel schedules, hotel reservations and other related functions as well as staff meetings; responsible in monitoring daily deployment report; maintains confidential file;
August 2003 to Nov 2003	VM Promotion & Management Corporation Overseas Performing Artist
Dec. 2002 to June 2003	VM Promotion & Management Corporation Overseas Performing Artist
Oct 2001 to April 2002	Lance Placement Services Overseas Performing Artist
Sept 1998 to June 2000	Kultura Filipina Inc. Overseas Performing Artist

**Education:**

Xavier Technical Institute	Computer Secretarial	2005 – 2006
Southern Rizal Institute	Secondary	1988 - 1992
F. Baldovino Elementary	Elementary	1983 - 1988

**Trainings and Certificate**

**Philippine Seafarers Training Center ( Jan 5 – Jan 13, 2016)**

- **Basic training**

**Technical Education and Skills Development Authority ( Sept. 16, 2016)**

- **Caregiving NC II**

**Technical Education and Skills Development Authority ( June 06, 2017)**

- **Housekeeping NC II**

**References:**

**Francisco Bagnes II**

Broadcast Producer

TBWA/ Santiago Mangada Puno

**Earl Christopher R. De Leon**

Hotel Manager

Dream World Hotel Las Pinas City Branch

**Joy Bernal**

Human Resources and Administrative Director

Philippine Educational Theater Association