

WORKING EXPERIENCE:

YEAR	DESIGNATION	EMPLOYER
2009- up to present	Cook/Housekeeper	Ambassador Breifne O'reilly Embassy of Ireland
2008-2009 (Israel)	Housekeeper	Embassy of Venezuela
2007-2008 (Israel)	Caregiver	Ruth Assis
2006-2007 (Phils.)	Customer Service	Inter-Con Hotel
2006-2007 (Phils.)	Customer Service	Sitel Call Center
2006-2007 (Phils.)	Manager	RAVP Gen. Mdse.
2005-2006 (Phils.)	Manager	Richelle's Canteen
2004-2005 (Phils.)	Manager	Anellia Trucking
2000-2004 (Phils.)	Manager	Anellia Grocery
1987-1998 (Phils.)	Customer Service	Shoe Mart Inc.

ABILITY:

Aggressive team worker, responsible and committed, willing to work excess time, can work with less supervision , learn new process quickly, reliable and adaptable.

Having 3D's the DESIRE , the DETERMINATION and the DISCIPLINE would be a great asset.

SPECIAL SKILLS:

- = Customer Service Experience
- = General Business Skills
- = Accounts Payable
- = Computer Operating System
- = Driving



Embassy of the Bolivarian Republic of Venezuela

State of Israel

Herzliya, January 2009

To whom it may concern,

By this, I would like to make your knowledge that Mrs. Anellia Puno Passport N° VV 0103642 has worked in the Embassy of the Bolivarian Republic of Venezuela in the State of Israel, in the position of housekeeping, under my orders, taking care of the cleaning and maintenance of the Official Residence and Embassy Offices.

Responsibility and efficiency are her characteristics, showing her great amiability with me, my wife and the rest of the employees. She is very organized, and has a good predisposition.

Mrs. Anellia Puno has been working in our Embassy until its closure, due to the breaking of the diplomatic relations between Venezuela and Israel.

Considering all that is mentioned above, I widely recommend her, and thank beforehand for your kindness and condescension.

Sincerely,




Roland Betancourt Egui

Chargé D'Affairs a.i.



AMBASÁID NA hÉIREANN
EMBASSY OF IRELAND

16 November 2011

To Whom It May Concern

Re: Ms Maria Anellia Puno

This is to certify that Ms Anellia Puno, holder of Philippines passport No. VV0103642, is employed as a full time cook/housekeeper at the Residence of the Irish Ambassador in Israel at 47 Havatzelet HaSharon, Herzliya Pituach.

Breifne O'Reilly
Ambassador



ATENEU COLLEGE OF BUSINESS AND ARTS
Tuguey, Rizal, Philippines
Diploma

This diploma makes known that the Board of Trustees of National College of Business and Arts upon recommendation of the Faculty of the College of Business Administration and by authority of the Department of Education, Culture and Sports

has conferred the degree of

Bachelor of Science in Business Administration
upon

Mrs. Anellia M. Villena

whose eligibility for graduation has been approved by the Secretary of Education, Culture and Sports and who is entitled to enjoy all rights and privileges thereunto appertaining.

In testimony whereof, we have hereto subscribed the signatures of the President and the Dean of the College and affixed the Seal of the College.

in Rizal Philippines, this 30th day of March 1990



[Signature]
President

[Signature]
Dean

REC-60 (SE) 219-203415 05 1990

(This is an English translation of the original diploma in Filipino)

Siena College of Taytay



TAYTAY, RIZAL

Pinatutunayan nito na si Ma. Anella Villena y Mercado

This certifies that

na ang karapatan sa pagtatapos ay pinagtibay ng Patnugot ng mga Paaralang Sarili, ay maluwalhatang
whose eligibility for graduation has been approved by the Director of Private Schools, has satisfactorily
nakatapos ng Kursong Akademiko ukol sa Kataas na Paaralan na itinakda ng Ministro ng Edukasyon, Kultura
completed the ACADEMIC SECONDARY COURSE prescribed by the Minister of Education, Culture
at Isports kung kaya't pinagkalooban nitong
and Sports and is therefore awarded this

DIPLOMA

Awala sa Taytay, Rizal, ngayong araw ng 19 *ng* Marso *laharingon na taon at walong't* anim.
Dated at Taytay, Rizal, this 19th day of March, nineteen hundred and eighty six.
SPECIAL ORDER (A) NO. 0560 S. 19. 86



Julioberto Santiago, Jr.
PRESIDENTE
PRESIDENT

Artemio Labaning, Jr.
PUNONG-LERO
PRINCIPAL

