

QUEENCY NICOLE S. OLMOGUEZ

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30 J.Ramos Ibayo-Tipas
Taguig City

EXPERTISE

- **Communication**
- **Interpersonal Skills**
- **Adaptability**
- **Proficiency in Microsoft Software**
- **Proficiency in reading, writing and speaking both in English and Filipino**

REFERENCE

- **Ms. Cynthia Lirio - Sr. Admin Assistant I (Provincial Prosecution Office of Rizal)**
- **contact no. 09158774656**

ABOUT ME

Highly motivated and fresh graduate from Colegio de San Juan de Letran, with a Bachelor degree in Legal Management. Proficient in Microsoft software, reading and writing both in English and Filipino. My internship allowed me to hone my skills, such as adaptability, time management, critical thinking, and analysis. Eager to learn and acquire new experiences.

EXPERIENCE

Provincial Prosecution Office of Rizal

Judicial Intern - (3 months)

- During my Internship my tasks included assistance to the people who would inquire in the office, and organizing folders and documents. The Internship allowed me to enhance my strengths and gave me a glimpse of working in the industry.

EDUCATION

2025 **Colegio de San Juan de Letran - Manila**
Bachelor of Arts in Legal Management

2019 **Arellano University - Apolinario Mabini Campus**
Senior High School

2013 **Arellano University - Apolinario Mabini Campus**
Junior High School