

Personal Data

Name: Jerome R. Tarun
Age: 26
Birthdate: October 30, 1997
Birthplace: Echague, Isabela
Height: 172.2 cm
Weight: 189. 59 lbs
Father: Ramon Ventura Tarun
Mother: Analiza Caliza Rosales
Religion: Roman Catholic
Gender: Male
Civil Status: Married
Phone Number : 0919329459 / 0914253047
E-mail: jerometarun19@gmail.com

Education

Primary:

Echague West Central School (EWCS)
A.Y 2004-2010
Cabugao, Echague, Isabela

Secondary:

School of St. Joseph the Worker (SSJW)
A.Y 2010-2014
Cabugao, Echague, Isabela

Tertiary:

Isabela State University – Main Campus (ISU)
Bachelor of Science in Criminology
A.Y 2016-2022
San Fabian, Echague Isabela

Special Skills:

- Driving
- Cooking
- Microsoft word Proficiency

Career Objectives

- To become competent -
and able to improve my skills, abilities
and knowledge to a position where my
education is suitable.
- To share my knowledge, skills and use
my experience as my motivation to keep
moving forward for a great success in
order to promote an exceptional kind of
service and further helps me in
advancing my career into a higher level.



Working Experience

- Local Government Unit -
(SK CHAIRPERSON)
- Legal Staff
- Sales Executive

Summary Qualifications

- Managing administrative responsibilities
within the legal office
- Maintaining calendars, scheduling
appointments, and handling logistics
- Gathering necessary documents and
information of clients to begin building a
case
- Organizing and maintaining legal
documents in a confidential manner
- Communicating with clients in person,
over the phone, and via email
- Detail-oriented and quality-focused
professional with proven interpersonal
and communication skills.
- Office Assistant with a wide range of
applicable skills seeks professional
growth and career advancement
opportunities as an Administrative
Assistant. Excellent clerical skills and
the ability to oversee and manage
multiple tasks simultaneously