**OBJECTIVE:**

Looking for a position as a Data Entry Clerk with submission utilizing excellent typing speed and the ability to correctly enter information in a highly stimulating work environment.

**CAPABILITIES AND SKILLS:**

* Can speak English and Filipino.
* Knowledgeable in Microsoft Words, Microsoft Access and Microsoft Power Point.
* Can work effectively and efficiently under pressure and minimum supervision.
* Excellent communication skill, oral and written.
* Well- developed organizational and time management skills.
* Motivated and proactive with a keen eye for details.

**WORK EXPERIENCE:**

**Rey-Tech Construction & Development Corporation**

Batangas

June 25, 2004 – September 30, 2015

Job Description:

* Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.
* Give an accurate and even complete data that is necessary to the needs of the company.
* Knowledgeable in its work area and work load in delivering the best service to the company they belong.
* Provide assistance to one’s superior by encoding the right information and data needed.
* Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity
* Report and provide accurate data to one’s superior.

**EDUCATIONAL BACKGROUND:**

**College**  : Lyceum of Batangas

Batangas City

Date Graduated : March 31, 2004

Course : Bachelor of Science in Computer Science

**On the Job Training** : Rey Tech Construction and Development Corp.

La Paz Extension Aplaya Bauan Batangas

November 17, 2003 – December 20, 2003

**High School** : Divine Child Academy

Batangas City

1996-2000

**Elementary** : West Bauan Central School

Bauan Batangas

1990-1996

**CERTIFICATES/TRAININGS/SEMINARS:**

* Title: “INTODUCTION TO JAVA”

Place: Lima Cuta, Batangas City

Date: August 31, 2002

* Title: “Making I.T. Happen

Place: Makati Coliseum, Makati City

Date: September 8, 2002

* Title: “Making Filipino Students Globally Competitive”

Web Page Design, Java XML, 4D Programming, Vulnerability Assessment

Place: Technological Institute of the Philippines Quezon City

Date: February 1, 2003

* Title: “Making Filipino Students Globally Competitive”

Information Security Management, Understanding System Attacks and Types of System Attacks

Place: University of the East, Recto

Date: February 8, 2003

* Title: “Making Filipino Students Globally Competitive”

New Features of Office XD, Crystal Report for Visual Studio. Net, Evolution of Data Access Component, Protecting Microsoft SQL Server 2000 Components, Vulnerability Assessment, Apple Technology Update.

Place: Pamantasan ng Lungsod ng Pasig, Pasig Convention Hall

Date: February 15, 2003

**PERSONAL DATA:**

Date of Birth : July 04, 1983

Place of Birth : Bauan Batangas

Age : 32 years old

Sex : Female

Height : 5’4”

Weight : 115 lbs

Religion : Roman Catholic

Civil Status : Married

Citizenship : Filipino

Language Spoken : Filipino/English



**Gulfjobseeker.com CV No:** **1505250**