**OBJECTIVE**

* To use my skills in the best possible way for achieving the company’s goal.

**EDUCATIONAL BACKGROUND**

2011-2015 Andres Bonifacio College

 Bachelor of Science in Computer Science

 March 2015

2007-2011 Dipolog City National High School

 April 2011

2001-2007 Dipolog Pilot Demonstration School

 March 2007

**TRAINING EXPERIENCE –** PIOUS (On the Job Training)

* Data Entry
* Enter or update data into computer database
* Posting advertisements or jobs on website

**WORKING EXPERIENCE**

February 2015 – August 2015 - Jollibee Dipolog

 Contractual Service Crew

**Job Description:**

* Take the guest order and respond to their needs immediately.
* Maintain the store’s cleanliness.
* Appropriate duties and responsibilities as assigned.

**PERSONAL DATA**

Date of Birth : January 6, 1994

Birthplace : Zamboanga Del Norte

Age : 21

Sex : Female

Citizenship : Filipino

Civil Status : Single

Height : 4’11”

Weight : 113 lbs.

Religion : Roman Catholic

**SKILLS**

* Computer Literate

 -Microsoft Word

 -Excel

* Multitasking

 -Talking to telephone while writing

 -Flexible

* Self-motivated and hard-working



**Gulfjobseeker.com CV No:** **1507716**