Nationality: Filipino

Education: BS in Industrial Technology

Date of Birth: June 30, 1988

**PROFILE:** A multi-skilled Office Administrative with experience of Office Management, Administration and Sales.

**Position Sought**: Administration position within a High-Technology company requiring a good grasp of IT skills.

**SKILLS AND QUALIFICATIONS**







* Office Management & Administration
* Advanced Microsoft Office – PowerPoint/ Excel/MS Word/Outlook
* Operating Tool knowledge on Photoshop & video presentations
* Ability to work well independently as well as part of a team
* Willingness and eager to learn
* Aptitude for working on computers
* Self-motivated, Initiative

**WORK EXPERIENCE**







 **Administration/Computer Operator**

Kendrei’s Computer Centre & Internet Café

Baguio, Philippines

April 2015-September 2015

Key Activities:

* Assist new users in setting up new applications, installations, problem solving and in performing minor computer repair.
* Manage shop revenue, including cash handling, deposit reconciliation and delivery of deposits to bank.
* Customer related tasks – assisting customers, answering their need, offering customer support.
* Maintain inventory of all computer hardware and peripherals, computer software and other equipment in area of responsibility.

**On-The-Job-Training**

PinoySoft Computer Center

Philippines

April 2014 – September 2014

Summary:

Responsible for the merchandising, distribution and selling of computers, software and peripherals.

Key Activities:

* Recognize the needs of the consumer and provide detailed information to the consumer about the technical specifications of the computer hardware/software offered by the company.
* Takes orders over the phone and in person.
* Serve as a customer service representative for customers who have questions or difficulties.
* Administration and Filing of documents
* Office Management & Secretarial duties
* Data Presentation and Support in MS PowerPoint & Excel
* Checks inventory to ensure orders are in stock.

**EDUCATION**







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| --- | --- | --- |
| **COURSE****TERTIARY****BS IN INDUSTIAL TECHNOLOGY****Major in COMPUTER TECHNOLOGY** | **Provider**  Mariano Marcos State UniversityPhilippines | **Date** 2015 |

**SECONDARY** Albago National High School 2008

 Philippines

 **ELEMENTARY**  Gonogon Elemenetary School 2002

 Philippines

**LANGUAGES**







ENGLISH Full professional proficiency

TAGALOG Native language

ILOCANO Native language

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