**CAREER OBJECTIVE:**

To gain employment within the company or institution that offer opportunities to learn new technologies and implement them for the betterment of the business.

**EDUCATIONAL BACKGROUND:**

**TERTIARY: BS in Computer Science**

**Lyceum of the Philippines University**

**Batangas**

Year Attended: 2009- 2013

**SECONDARY:** **Our Lady of Carmel School**

Batangas

Year Attended: 2006 - 2009

**TECHNICAL PROFICIENCY:**

* Operating Systems: Windows
* IDE: Google Sketch Up, Visual Studio, Net Beans
* Knowledge in Camtasia Studio 8

**COMPETENCIES:**

* Good communication and interpersonal skills,deals well with people.
* Always willing to learn, can work under pressure and adjust to different situations.
* Motivated and observant, accurate and show attention to details.
* Sound knowledge of recognizing and analyzing information problems.

**WORK EXPERIENCES:**

**Admin Staff**

**Global Regenerated Ports Services Inc.**

**Port of Abra de Ilog Occidental Mindoro**

**July 2013 up to September 2015**

**Duties and responsibilities:**

**.** Answer telephones and transfer to appropriate staff member.

**.** Create and modify documents using Microsoft Office.

**.** Perform general clerical duties to include but not limited to: photocopying,

mailing, and filing.

**.** Maintain hard copy and electronic filing system.

**.** Collect and maintain PC Inventory.

**Trainee**

**St. Luke's Medical Center-Global City**

**Information Management Division**

Rizal Drive Corner 5th Ave. & 32nd Ave. Fort Bonifacio Global City, Taguig City

**Duties and responsibilities:**

**.** Testing of Health Care System

**.** Documenting the test scenario of Health Care System

**.** Compiling the testing document

**.** Updating Data Dictionary

**EXTRA CURRICULAR ACTIVITIES:**

**.** Active member of Lyceum of the Philippines University Batangas Computer

Science (LPUBCS).

**.** Active member of Junior Philippine Computer Society (JPCS).

**.** Active member of LPU-Net Riders

**.** Took part in the CAN Student Congress at Holy Angel University Angeles City

**PERSONAL INFORMATIONS:**

**Birth Date :** July 8,1993

**Age :** 22

**Religion :** Catholic

**Height :** 5'6"

**Civil Status:** Single



**Gulfjobseeker.com CV No:** **1517580**