**OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

EDUCATIONAL BACKGROUND

**PRIMARY:** **PAGADIAN CITY PILOT**

Philippines

Elementary study (1995-2001)

**SECONDARY: PAGADIAN CITY NATIONAL HIGH SCHOOL (MAIN**)

Philippines

Secondary Study (2001-2005)

**COLLEGE:** **INFORMATION TECHNOLOGY (I.T)**

STI COLLEGE Philippines

College Study (2005-2005) – Graduated (2 years)

**BACHELOR SCIENCE IN COMPUTER SCIENCE (BSCS)**

Saint Columban College, Philippines

College Study 2007-20011) – Graduated (4 years)

**EXPERIENCE**

March 2007 City Engineer’s Office (OJT) Computer Encoder and Paper Works

June 2010 Land Bank of the Philippines (OJT) Computer Operator

**WORK EXPERIENCE**

* **I.T Staff/Document Controller** ROYALISTAS INTERNATIONAL GENERAL TRADING LLC Abu Dhabi July 2014 and Present

**Job Description**

* Document programming problems and resolutions for future reference.
* Receive and process Requests for Information
* Create and maintain a filing system that supports efficient information management.
* Provide technical support and representation at trade shows, conferences, and similar events.
* Assist personnel of other departments as a computer resource.
* Other duties as assigned
* **Marketing** related works and duty most of the time.
* **RECEPTIONIST/OFFICE ASSISTANT**  CD CONSTRUCTION COMPANY Philippines September 2012- February 2014

**Job Description**

* Forwards information by receiving and distributing communications; collecting and mailing Correspondence; copying information.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
* Maintains office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status
* **SEO** (Search Engine Optimization) APEX PAGE Result Philippines November 2011- September 2012

**Job Description**

Accomplished through a combination of on-page and off-page techniques, including link-building, social media strategy, viral marketing, metadata sculpting, site speed optimization, content strategy, information architecture, and more.

* Experience with Google and Bing’s services, including Analytics and Webmaster Tools
* Experience with Google’s Keyword Tool
* A functional understanding of HTML and CSS
* Proven success in link building and viral strategies
* The ability to deploy an effective local and long-tail search strategy
* A deep understanding of mobile strategy and how it relates to SEO
* A solid grasp of how blogging, press releases, social media, and related strategies go hand-in-hand with SEO

**Special Skills**

1. Computer Literate knowledge of:

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Microsoft Power Point

1. Programing (Basic)

* C++
* Java
* Visual Basic

**Skills**

* Provide excellent service to customers and employees
* Self-starter with ability to complete responsibilities without supervision
* Proven skills in working swiftly in fast faced environment, punctual,
* Reliable and honest, creative work-well as part of the team.
* Written and verbal communication
* Willing and able to learn new task
* Well-versed in oral and written English



**Gulfjobseeker.com CV No:** **1521078**