**OBJECTIVES:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

**WORK EXPERIENCES:**

July 2012 up to present

**UPWORK (formerly ODESK) - Online Job**

Data Entry and Web Research Specialist (freelancer)

August 2006 - December 2006

**INFOCOM**

Operator

* To assemble LCD and other Computer parts

 September 2003 up to July 7, 2006

**COMTEQ COMPUTER & BUSINESS COLLEGE**

Accounting Clerk

**DUTIES AND RESPONSIBILITIES:**

* + Check Cash Receipts against OR
  + Check invoices against petty cash
  + Check Deposit Slips
  + Prepare Checks
  + Receive Students Payments
  + Prepare and Check Petty Cash Replenishment
  + Update Students Accounts
  + Prepare Staff and Instructors Payroll

May 1999 up to August 2003

**COMPUTER & BUSINESS COLLEGE**

 Data Encoder/Typist

* + Encode Schedule of Students and Instructors
  + Encode Accounts of Students
  + Encode Students Grades
  + Encode Enrollment Status
  + Evaluate Grades of Graduating Students
  + Encode Instructors Profile
  + Assist filing various COMTEQ reports

**COMPUTER & BUSINESS COLLEGE**

Part Time Instructor

* + Teaching Typing Tutor 1 & 2
  + Stenography 1 to 4

*February 17, 1999 to April 15, 1999*

**SUBIC BAY TERMINAL INC.**

Trainee

* + As a trainee I was detailed in HR department. I assist computer encoding, filing various HRD reports, typing various tax refund schedules, and trained in operating fax machine and operating some long distance calls to HRD.

**EDUCATIONAL BACKGROUND:**

**COLLEGE:**

BACHELOR OF SCIENCE IN COMPUTER SCIENCE – (Undergrad)

COMTEQ Computer and Business College

S.Y. 2001-2003

**VOCATIONAL:**

TWO-YEAR COMPUTER SECRETARIAL

COMTEQ Computer and Business College

S.Y. 1997-1999

**SECONDARY:**

Acoje Mines High School

Zambales

S.Y. 1992-1996

**ELEMENTARY:**

Acoje Mines Elementary School

Zambales

S.Y. 1986-1992

**SEMINARS/TRAININGS:**

**WEBSITE PUBLISHING**

Facilitator:

Venue: COMTEQ Computer & Business College

Bldg. S-8722 Tabing Ilog Road, SubCom Area, SBFZ, Olongapo City

January 2001

**SEMINAR-WORKSHOP ON 7 HABITS OF HIGHLY EFFECTIVE PEOPLE**

Venue:  COMTEQ Computer & Business College

Bldg. S-8722 Tabing Ilog Road, SubCom Area, SBFZ, Olongapo City

December 2002

**AWARDS RECEIVED:**

* + Bronze Medalist – Provincial Youth Skills Competition
  + Best in Speed Typist
  + Special Skills Awardee
  + Staff Loyalty Awardee

**SKILLS:**

**COMPUTER LITERATE, TYPING AND FILING**

* + Able to work on Windows, MS-Word, MS-Excel, MS-PowerPoint,  MS-Outlook, MS-Access

**PERSONAL INFORMATION:**

Birth Date: December 10, 1978

Birth Place: Zambales

Age: 37

Civil Status: Married

Height: 5’3

Religion: Crusaders of the Divine Church of Christ - CCDC

**First Name of Application CV No:** **1705680**

Whatsapp Mobile: +971504753686

