**ADRIAN S. YANOS**

**CAREER OBJECTIVE:**

To gain further exposure and experience and be part of an organization that is committed to quality, customer satisfaction and continuous improved are desired, which ever my qualifications may fit and available and exercise my chosen field of career.

**PROFILE:**

Trustworthy, Ethical and Discreet individual with a strong sense of commitments

* Excellent interpersonal skills.
* Confident and poised.
* Proactive attitude.
* Ability to think literally.
* Organize and prioritize business needs.
* Creative approach to problem solving.
* Highly organized and flexible.
* Detail oriented.
* Ability to multitask to meet the deadlines.
* Fast learner.

**PROFESSIONAL EXPERIENCE:**

**COMPANY :** F N’C RESTOBAR

**DESIGNATION :** WAITER

**DURATION :** July 2014 to July 2016

**TASK :** Assisting Customers orders and maintain cleanliness

**COMPANY :** CANLAON CITY, GOVERNMENT EMPLOYEE

**DESIGNATION :** ENCODER, CREATING TABULATION FORM

**DURATION :** December 2015 to March2016

**TASK :** Encoding PO (Purchase Order) and PR (Purchase Request)

**COMPANY :** PAGEANTRY CANLAON

**DESIGNATION :** TECHNICAL SUPPORT

**DURATION :** 3 Day – Full time

**TASK :** I was assign to tabulate the score of the judges

**COMPANY** : P.E.S.O (Public Employment Service Office) Government Office

**DESIGNATION :** STUDENT DOCUMENTION

**DURATION :** SUMMER JOB – 2 MONTHS CONTRACT (6 years straight)

**TASK :** I was assign to Document everyday work of my co-worker and take some photos and upload in our Official Page of **SPES 2016 – Canlaon City**

**DUTIES AND RESPONSIBILITY**

* To take orders and helping with the other crew to maintain cleanliness and take customers rights and responsibility.
* Costumer Service-give a good service in all costumers with a good presence and approaching in a good manner.

**SPECIAL SKILLS : Microsoft Office**

**: Music Editing (Basic Audicity)**

**: Video Editing (Filmora Wondershare)**

**: Photo Editing (Adobe Photoshop cs3)**

**TRAINING ATTENDED:**

**TESDA (TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY:**

Training : Computer Hardware Servicing NC II (CHS)

School : Professional Career Online Institute

Valid until : December 15, 2014 – December 15, 2019

**TESDA (TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY:**

Training : Contact Center Servicing NC II (CCS)

School : Professional Career Online Institute

Valid until : June 24, 2016 – June 24, 2021

**TEVSA PHILP INC**

Training : TEVSAphil – Intel Easy Steps Computer Literacy Program

School : Professional Career Online Institute

**FLUKE NETWORKS**

Training : Certified Cabling Test Technician (CCTT)

School : AMA Computer University

Training : Certified Cabling Test Technician Associate (CCTTA)

School : AMA Computer University

Date : March 15, 2013

**PERSONAL DETAILS**

Nationality : Filipino

Birth day : November 19, 1994

Age : 21 years old

Marital status : Single

Visa Status : Tourist Visa

Languages Spoken : English & Tagalog

**EDUCATION:**

**Computer Engineering**

(June 2009 – March 2013) AMA University – Dumaguete City, Philippines

**ASSOCIATE IN COMPUTER TECHNOLOGY**

(June 2014 – March 2016 Graduate) Saint Joseph College – Canlaon City, Philippines

**Job Seeker First Name / CV No: 1823364**

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