**RIALENE**

[**RIALENE.333859@2freemail.com**](mailto:RIALENE.333859@2freemail.com)

**OBJECTIVE:**

**To gain experience and exposure, so i can acquire knowledge to any work-related task and improve my work ethics. And become a more proficient worker on any given field. I am a person who is susceptive to know ideas, believe and willing to undergo training. Also, an independent, hardworking adaptable in any kind of situation and capable to work under pressure.**

OJT in Department of Agrarian Reform: with Certificate

* Encoding
* Documents
* Papers works

**WORK EXPERIENCE:**

Sales Lady

PenShoppe, Gaisano Mall

Start May 10,2015

End of August 15,016

PROFESSIONAL STRENGTHS

* Computer Hardware Servicing NC

CYTJ

Special Skills:

* Microsoft Windows Applications: MS Word, MS Excel, Adobe Photoshop& PowerPoint.
* Clerical/Secretarial jobs: Encoding, filling and documents & papers.

**EDUCATIONAL ATTAINMENT:**

**Elementary :** Pitogo Elementary School, Zamboanga Del Sur

School Year : 2004-2005

**Secondary :**  Immaculate Conception High School

Pitogo Zamboanga Del Sur

School Year: 2010-2011

**College:**  Eastern Mindanao College of Technology

Pagadian City

**Course :**  Bachelor of Science in Information Technology

School Year : 2014-2015

**PERSONAL INFORMATION**:

Date of Birth : July 28, 1994

Height : 5’4

Weight : 55 kg

Citizenship : Filipino

Status : Single

Religion : Catholic

Gender : Female

I hereby certify that the above information is true and correct to the best of my knowledge and belief.