

***Bernard***

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[Bernard.341066@2freemail.com](mailto:Bernard.341066@2freemail.com)

**OBJECTIVES**

To join a Progressive and Dynamic Organization, that provides an opportunity for Professional Development, Career and Personal growth, allowing me to expand/ develop on my knowledge, skills and professional/ work experience to date.

**QUALIFATIONS AND SKILLS**

* Responsible, hardworking and creative mind
* Very effective working both, alone and as a team member.
* Goal oriented, Self-motivated and high regard for confidentiality
* Highly adaptable in any working environment
* Fast / quick learner
* Open-minded, always ready and willing to input knowledge to others
* Computer knowledge: Microsoft Word, Microsoft Excel, Microsoft Power Points and Internet
* Knowledge in Adobe Photoshop
* Basic knowledge in Programming(Html, Visual Basic)

**WORK EXPERIENCE**

**TV STYLE VIDEO - Philippines**

**Graphic Designer Assistant**

April 2015 - March 2016

* Editing Photos
* Create an advertisement poster

**ON THE JOB TRAINING (OJT)**

**Philippine Airlines (Central Flight Dispatch Division)**

* Estimating time of expected arrival
* Provide clerical support to the administration department
* Helping the associate in doing their responsibilities

**SEMINAR/TRAINING ATTENDED**

* **Amadeus e-Learning - Reservation Essentials(2015)**

Philippine State College of Aeronautics

* **The advent of VR and AR Technologies (2015)**

Philippine State College of Aeronautics

* **Aviation safety Seminar (2015)**

Philippine State College of Aeronautics

**EDUCATIONAL BACKGROUND**

***Philippine State College of Aeronautics***

Bachelor of Science in Aviation Information Technology

Piccio Garden Villamor Pasay City

2012-2016

***Luis Bernardo Memorial High School***

Luisiana, Laguna

2004-2008 *(high school Graduate)*

***Bonifacio Elementary School***

Luisiana, Laguna

1998-2004

**PERSONAL INFORMATION**

Nationality: Filipino

Birthday: March 5, 1992

Age: 24

Status: Single

Height: 5’10’’

Weight: 53 kg

Religion: Roman Catholic

Visa Status: Visit Visa

Hobbies: Singing, Playing Guitar, Drawing

*I hereby certify that the above statements and information are true and correct to the*

*best of my knowledge*.

Bernard