

**EUNICE**

Eunice.347295@2freemail.com

**OBJECTIVE**

* To be able to land in a good job where I can be comfortable in showing my knowledge and skills while improving my personality
* Open to new ideas
* To have experience
* Willing to work under pressure

**PERSONAL PROFILE**



|  |  |  |
| --- | --- | --- |
| Nickname | : | Niki |
| Date of Birth | : | January 14, 1993 |
| Place of Birth | : | Manila |
| Gender | : | Female |
| Height | : | 5’2 ft |
| Weight | : | 48 kg |
| Civil Status | : | Single |
| Citizenship | : | Filipino |
| Religion | : | Roman Catholic |
| Father’s Name | : | Rolando C. Pascua |
| Occupation | : | Laborer |
| Mother’s Name | : | Sarah M. Pascua |
| Occupation | : | Housewife |

**EDUCATIONAL BACKGROUND**



***Tertiary:***

**School**: Access Computer & Technical Colleges

**Address**: C.M Recto Avenue corner Quezon Blvd., Manila

**Course**: Bachelor of Science in Computer Science

**Year**: 2012-2016

***Secondary:***

**School*:*** Florentino Torres High School

**Address:** Juan Luna St. Gagalangin Tondo Manila

**Year:** 2005-2009

***Elementary:***

**School:** Lakan Dula Elementary School

**Address:** Solis St. Tondo Manila

**Year:** 1999-2005

**SKILLS**



* Well versed with MS office especially MS Word, Power Point Presentations and shortcuts of MS Excel.
* Exceptionally well organized, efficient and disciplined.
* Excel at multi-tasking and time management.

**WORK EXPERIENCE**



* 2 years freelancer as a virtual assistant

**CHARACTER REFERENCES**



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



Applicant