**Ma.Gelyn**

**Gelyn.351997@2freemail.com**

**CAREER OBJECTIVES**

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To work in your company that can offer me opportunities to make full use of my knowledge and skills in operation that will eventually lead to career advancement and personal growth as well as contributing to the progress of your company.

**WORK EXPERIENCE**

**Art Vinyl Graphix**

Graphic Artist

 -Layout and Edit graphic designs in Photoshop

Novaliches, Quezon City

June 2014 – February 2015

**ACLC Novaliches**

Liaison Officer and Office Staff

 -Encodes documents

 -Transact in the government agencies like (Security and Exchange Commission, Bureau of Internal Revenue and City Hall)

 - Filling Documents

 - Answering Phone Calls

 - Assisting the students during enrolment and examinations.

 - PC Troubleshooting

 - Certificate lay outer

Novaliches, Quezon City

February 2015 – September 2015

**Art Vision GFX Works**

Graphic Artist

 -Layout and Edit graphic designs in Photoshop

Caloocan City

September 2015 – October 2016

 **PERSONAL DETAILS**

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**Age:** 22

**Date of Birth:** April 24, 1994

**Place of Birth:** Delgado Hospital, Quezon City

**Religion:** Catholic

**Nationality:** Filipino

**Civil Status:** Single

**Hobbies and Interest:** Surfing in the internet, doing graphic works using Adobe Photoshop.

**COMPUTER SKILLS**

**COMPUTER SKILLS**

* Install or download computer applications.
* Check and repair computer connections.
* Communicate with clients about the computer condition.
* Advise proper care of computer and the best computer programs and brand.
* Create vector graphics using Corel/Photoshop.
* Create, design layout Tarpaulin
* Photo editing
* Layout magazine, brochure, flyers and business card using graphics application.
* Create programs using C Language, C++, Java using eclipse and Net beans, Visual Basic using Visual Studio 2010 (Windows Based Form) and Microsoft .Net using Visual Studio 2010(Web Based Form).
* Creates Database using SQL and Microsoft Access.
* Creates graphic designs using Adobe Photoshop and Adobe InDesign.

**TECHNICAL SKILLS**

* Knowledge in Adobe Photoshop CS and CC Software.
* Knowledge in Adobe InDesign CS and CC Software.
* Good in Microsoft office: word, excel, access, and power point.
* Knowledge in programming using c language Visual Studio 2010 Windows Form and Website Form.

**EDUCATIONAL BACKGROUND**

**Tertiary**

Computer System Design and Programming

ACLC Novaliches

1081 Quirino Highway, Brgy. Kaligayahan Novaliches

Quezon City

SY: 2014-2016(Graduated)

Bachelor of Science in Information Technology

Our Lady of Lourdes Technological College

Novaliches,Quezon City

 SY: 2011 (Undergraduate)

Practical Nursing

St.Augustine School Of Nursing

Lagro,Quezon City

 SY: 2010 (Undergraduate)

**Vocational**

Adobe InDesign

Pinoy Group-Market Traders Academy

Al Garhoud,Dubai UAE

January 13-March 3, 2017(Graduated)

Graphics Art

Advanced Competencies Technological Manpower Academy (ACTMA)

Camarin,Caloocan City Philippines

 August 2013 (Graduated)

Computer Hardware Servicing NC-II

Advanced Competencies Technological Manpower Academy (ACTMA)

Camarin,Caloocan City Philippines

 November 2012 (Graduated)

**Secondary**

Sampaguita High School

Camarin, Caloocan City Philippines

 SY: 2006-2010

**Primary**

St.Benedict School of Novaliches

Bankers Village,Caloocan City Philippines

SY: 2000-2006

**TRAININGS AND SEMINARS**

**On The Job Training At ACLC Novaliches**

* Filling Documents
* Answering Phone Calls
* Encoder
* Assisting the students during enrolment and examinations.
* PC Troubleshooting
* Certificate Lay outer

February 7, 2015 – April 7, 2015

**ASDI DIGITAL PRINTING**

Shop Attendant

Vito Cruz, Manila

July 2016