***Email:*** ***novie.353059@2freemail.com***

***NOVIE***

**Career Objectives**

To secure a position in an organization that would fully employ my personal skills and my academic training in a rewarding career that provides professional and personal growth.

**Personal Details**

**Date of Birth**:        21 November 1987

**Gender:**         Female

**Marital Status:**      Single

**Languages:** Fluent in English and Tagalog

**Nationality**:          Filipino

**Visa:**             Visit Visa Valid Until 11 May 2017

**Experience**

* Internship in telecommunication field at Gingoog City Adventist Academy
* Expertise hands in troubleshooting of Computer hardware
* Installing, configuring and administering network technologies

**Education**

**High School Certificate         March 2004**

**B.S. Information Technology    June 2012 – March 2016**

Major courses:

* Object Oriented Analysis And Design, Computer Architecture, Data Structures, Artificial Intelligence, Advance Communication, Wireless Networks, Parallel Distributed Systems, Software Engineering, Object Oriented Analysis

**Final Year Project**

Final Year Project in IT Prof 14 with the description “Capstone Project 2” was an online Restaurant Information System. Technologies used in this project are: Asp.net, Visual studio 2012 CSS 3, HTML, Adobe Illustrator, SQL Server, JavaScript, and Windows Server 2008

**Semester Projects**

* Designed a website for a bakeshop using PHP wherein customer can get information, make comments, suggestions and order online.
* Integrate Microsoft Excel and Visual Basic to create a program like Health Care Clinic System that save and update information for a faster and hassle-free monitoring.
* Designed a POS Software System for shop cashiering and inventory.

**Other Courses**

* National Certificate in Computer Hardware Servicing NC II
* National Certificate in Food Processing NC II
* Certificate of Completion in Food and Beverage Services NC II

**Technical Skills**

* Proficient in Microsoft: Excel, Word, PowerPoint, Project, Access
* Proficient in computer programming and web design
* Proficient in operating system and software installations
* Proficient in photo and video editing

**Soft Skills:**

* People Skills: Proven experience in technical resource management.
* Service Management: Day to day business support and technical resource management.
* Project Management: Proven track experience throughout all phases in Project Implementation life cycle.

**Strengths:**

* Positive “can do” attitude
* Excellent communication and interpersonal skills
* Highly organized and quick-learner
* Comprehensive problem solving abilities
* Solid team player and a keen learner
* Proven ability to multi-task and meet deadlines in fast-paced environments

**References:**

Shall be provided on request