**JOEMARI**

# E-Mail: [joemari.353723@2freemail.com](mailto:joemari.353723@2freemail.com)

**Objectives:**

To obtain a suitable position in any prestigious Company wherein my knowledge will be utilized and skills will be enhanced and to have a career advancement. My experience and effectiveness to are my assurance that, I have the ability to contribute on Company’s growth and achievement.

Excellent communications skills; Organized; Team player; Leader; Fast learner

# **Professional Experience**

**Office Staff / Administrative Aide 1 October 2014 – February 2017**

Office of the Senior Citizen Affairs

Municipality of Magalang

Pampanga, Philippines

**Duties & Responsibilities**

* IT, Encoder
* Updates Master List
* Prepares Communication Letters, Certifications, Etc.
* Prepares Accomplishment Report
* Answering telephones and intercoms, taking messages and emails, responding to inquiries, providing comprehensive secretarial and clerical support to center staff and management.

**Educational Background:**

**Bachelor of Science in Information Technology**

Pampanga Agricultural College

Magalang Pampanga

**Personal Information:**

**Date of Birth** : July 12,1994

**Place of Birth**  : Philippines

**Gender** : Male

**Citizenship** : Filipino

**Civil Status**  : Single

**Visa Status** : Visit Visa

**Special Skills**

* Positive attitude | Motivated | Enthusiastic | Team Player
* Knowledgeable in Microsoft Office Basic and Advance Applications such as M.S. Word, M.S. Excel, Power Point and Adobe PhotoShop.
* Honest and Reliable
* Able to deal with different people professionally.
* Hard working and fast learner
* Greater ability in multi-tasking and changing environment.

I’m very grateful to have an interview at any time convenient to you.

Reference is available upon your request. Thank you.