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| **ANGIELYN**  [**ANGIELYN.354748@2freemail.com**](mailto:ANGIELYN.354748@2freemail.com) |
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**OBJECTIVE**

To be able to develop my capabilities within professional environment and to gain knowledge to my work experience that will build my career effectively.

**SKILLS**

* Proficient in Microsoft Office (Word, Excel, PowerPoint, and Access)
* Knowledgeable in Programming Languages (Turbo C, C++, HTML)
* Proficient in Microsoft Visual Studio (FoxPro, Visual Basic 6.0, Visual Studio 2010)
* Proficient in Adobe Photoshop
* Knowledgeable in Macromedia Flash, Adobe Flash Professional
* Typing Skills 50 – 60wpm

**EMPLOYMENT RECORD**

***IT ASSISTANT/DENTAL ASSISTANT*** French Dental & Aesthetic Center

May 14, 2015 - PresentAl Karama St. Abu dhabi, UAE

* Responsible for the IT work in our clinic,
* Taking photos and editing the before and after photos of the ortho patients and putting it on the Dolphin Imaging
* Sending Messages to the patient for the cancellation or confirmation of their appointment
* Responsible for the installation, operation and maintenance of computer systems and other technologies, such as communication systems.
* Setting up peripherals such as printers or routers, repairing equipment and providing daily support for computer network users.
* Assisting GP Dentist, preparing the things that the doctor needed in the treatment.
* Prepares treatment room for patient by following prescribed procedures and protocols.
* Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
* Work with patients to make them comfortable in the dental chair and to prepare them for treatments and procedures.
* Prepare the work area for patient treatment by setting out instruments and materials.
* Help dentists by handing them instruments during procedures
* Keep patients’ mouths dry by using suction hoses or other equipment
* Taking panoramic and periapical x-rays to the patient
* Keep records of dental treatments; Preparing medical report of the patient
* Opening a file for a new patient

***IT ASSISTANT*** Psalm Transport Line & Liason Svc. Corp.

Sept. 01, 2013 – Sept. 30, 2014 Quezon City, Philippines

* keep personal IT skills and knowledge up to date
* maintained and upgrade a computer software and hardware
* Support end-users with IT-related problems in a responsive and service oriented manner.
* Setup, management, and maintenance of IT-related equipment.
* Responsible for writing programs that convert software programs into a logical series of instructions that a computer can follow. Codes instructions in various languages including C++ and Visual Basic

***GRAPHIC DESIGNER*** Avon the Company for Women

Feb. 2012 – Feb. 2013 Olongapo City, Philippines

* Successfully manage and coordinate graphic design projects from concepts through completion.
* Created design theme and graphics for marketing and sales presentations and training videos.
* Collaborated with clients to create vision, conceive designs, and consistently meet deadlines and requirements. Effectively build, motivate and direct design and production teams.
* Responsible for developing and creating both digital and print design for a wide range of print and online campaigns, publications and advertising.
* Responsible for creating design solutions that have a high visual impact. Listening to clients and understanding their needs before making design decisions.
* Developed creative ideas and concepts, choosing the appropriate media and style to meet the client’s objectives.

***COMPUTER TEACHER*** Olongapo Adventist Elementary School

June 2006 - March 2007 Olongapo City, Philippines

* Assigns special projects to students.
* Creates lesson plans that are appropriate for the age and abilities of the students in the class.
* Ensured that computer equipment is functioning properly.
* Responsible for instructing computer lesson to elementary students. Guiding and assisting them in their entire learning experience, including welcoming them to the class, creating a curriculum and presenting all class information.
* Instruct students on basic computer skills including keyboarding, Microsoft Office and internet.
* Maintained student attendance records, grades, and other required records.

**ON THE JOB TRAINING**

***DATA ENCODER*** St. Augustine School of Nursing

Oct. 2006 – Mar. 2007 3rd flr. Jb. Crystal Building Quirino

Highway Lagro, Quezon City

**EDUCATIONAL BACKGROUND**

**COLLEGE:** ***ASSOCIATE IN COMPUTER SCIENCE***

Network Computer and Business Colleges

June 2005 – March 2007

SBMA Philippines

**SECONDARY:** Network Computer and Business Colleges

2001 – 2005

SBMA Philippines

**PRIMARY:** Olongapo Adventist Elementary School

1995 – 2001

Olongapo City, Philippines

**PERSONAL INFORMATION**

**Age :** 28yrs. Old

**Birth Date :** August 19, 1988

**Birth Place :** Olongapo City, Philippines

**Religion :** Seventh-day Adventist

**Height :** 5’2”

**Weight :** 50 kls.

**Language Spoken :** English

I hereby declare that the above information is true to the best of my knowledge.