** LIEZEL**

**Liezel.357921@2freemail.com**

**OBJECTIVE**

Seeking for a job to pursue a well satisfying career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.

**PERSONAL DETAILS**

Age : 25 years old

Nationality : Filipino

Date of Birth : November 25, 1991

Gender : Female

Civil Status : Single

**EDUCATIONAL ATTAINMENT**

 **VOCATIONAL INNOVATE ICT SYSTEM, INC.**

 Tacloban City, Philippines

 Computer Hardware Servicing

 (July 21- August 25, 2014)

 **TERTIARY EASTERN VISAYAS STATE UNIVERSITY**

 Tacloban City, Philippines

 **Bachelor of Science in Information Technology**

 (June 2010- May 2014)

 **Bachelor of Science in Environmental Science**

 (June 2008- October 2009)

 **SECONDARY**  **STA. MESA NATIONAL HIGH SCHOOL**

 Dagami Leyte, Philippines

 (June 2004- March 2008)

 **PRIMARY BUNTAY ELEMENTARY SCHOOL**

 Brgy. Buntay Dagami, Leyte, Philippines

 (June 1998- March 2004)

**EMPLOYMENT RECORD**

 **National Irrigation Administration**

 **Leyte Irrigation Management Office**

Tacloban City, Philippines

Research Assistant B

 (May 18, 2015-December 31, 2016)

**Philippine Red Cross Leyte Chapter**

**(Qatar Red Crescent)**

Tacloban City, Philippines

Community Facilitator (Volunteer)

(September 1, 2014 - March 4, 2015)

**Philippine Red Cross Leyte Chapter**

Tacloban, City, Philippines

Data Encoder

(June 2, 2015 - July 25, 2014)

**EASTERN VISAYAS STATE UNIVERSITY (Accounting Office)**

Tacloban, City, Philippines

On The Job Training (OJT)

(April 15, 2013 - June 29, 2013)

**COMMISION on ELECTION (COMELEC)**

Dagami Leyte, Philippines

PCOS Technical Support

 (May 13-14, 2013)

**DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT (DSWD)**

Dagami, Leyte, Philippines

Enumerator

 (April 15, 2012- June 15, 2012)

**TRAININGS/ SEMINARS ATTENDED**

 **STAFF DEVELOPMENT TRAINING**

National Irrigation Administration

 Ormoc Villa Hotel

Ormoc City, Leyte, Philippines

 **INFORMATION and COMMUNICATION TECHNOLOGY (ICT) ROAD SHOW**

 Tacloban Convention Center

 Sagkahan , Tacloban City, Philippines

 **(**March 18-19, 2014)

**COMMISSION ON ELECTION**

 **PCOS TECHNICAL SUPPORT TRAINING**

 **Leyte Park Hotel, Tacloban City, Philippines**

 (April 4-6, 2013)

 **NATIONAL IRRIGATION ADMINISTRATION**

 **Systems Management Training**

 **Balay Alumni,VSU, Baybay City, Leyte, Philippines**

 **(**October 17-19, 2012)

**SKILLS**

* Public Speaking
* Networking
* Operating System: Windows XP, 7 and 8, 8.1 and 10
* MS-Word, MS-Excel, MS-PowerPoint
* Basic Computer Hardware Servicing