**CATHLYN**

**CATHLYN.362529@2freemail.com**

CAREER OBJECTIVES:

* To apply for a certain job that will suit all my capabilities.
* To be an employee who is hardworking, creative and responsible to all the work that will render to me and can give all my best to be able to learn new knowledge towards the development of your respective company.

QUALIFICATIONS/SKILLS:

* Computer Literate
* Flexible and can get along with others.
* Hard worker, quick learner and ability to do the responsibilities.
* Ability to work fast and work-well under pressure.
* Can do multi-tasking jobs.

PERSONAL BACKGROUND:

Gender : Female

Civil Status : Single

Birthday : October 28, 1995

Birthplace : Lemery, Batangas

Height : 5’3”

Weight : 42 kgs.

Religion : Roman Catholic

Citizenship : Filipino

Language/s Spoken/Written : Tagalog and English

EDUCATIONAL BACKGROUND:

Tertiary Level : **Lemery Colleges**

 **Bachelor of Science in Information Technology**

Bonifacio St. Bagong Sikat, Lemery, Batangas

S.Y 2012-2016

Secondary Level : **Governor Feliciano Leviste Memorial National High School**

 Lemery, Batangas

 S.Y 2011-2012

Elementary Level : **Lemery Pilot Elementary School**

 Atienza St. Bagong Sikat, Lemery, Batangas

S.Y 2007-2008

ATTENDED SEMINARS AND TRAININGS:

* **BATANGAS INFORMATION TECHNOLOGY STUDENTS’ CONFERENCE 2015 BITS 2015:“ASEAN Information and Communication Technology: Building a Connected, Vibrant and Secure Community”**

Topics: Microsoft Technology Updates, Angular JS, Web Design To Look Out For In 2015,Maximizing Social Media Usage for Personal and Business Growth, The Beauty of Drupal, Making Sale in a Smart Social World, Phone Gap

SM City Lipa, Ayala Highway, Lipa City

January 24, 2015

* **ROBOTICS TODAY & TOMORROW**

Lemery Colleges, Lemery, Batangas

March 02, 2015

* **DEVELOPING POWERFUL PRESENTATION SKILLS**

Lemery Colleges, Lemery, Batangas

March 02, 2015

* **2ND STUDENT RESEARCH FORUM OF THE DEPARTMENT OF COMPUTER STUDIES**

Lemery Colleges, Lemery, Batangas

March 10, 2015

* **PERSONAL EFFECTIVENESS AND BEHAVIORAL SKILLS SEMINARS**

XENTRO Mall Lemery Convention Center

 September 24, 2015

WORK EXPERIENCED:

* **INFINITE SYSTEMS TECHNOLOGY CORP/SUNWORLD BUSINESS MACHINES INC.,**

  **HR Assistant**

 7/F Cityland 10 Tower 1 #156 H.V Dela Costa Salcedo Village, Makati City

 May 16,2016 up to present

* **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

**ON-THE-JOB TRAINEE**

Batangas Branch

Brgy. Alangilan, Batangas City

October 26, 2015-Februrary 9, 2016

AWARDS RECEIVED:

* **Graduated as With Honors**

Lemery Colleges, Lemery, Batangas

* **Most Competent On the Job Trainee**

Lemery Colleges, Lemery, Batangas

*I hereby attest that all information contained herein is true and correct in my knowledge and belief.*