**SHEENA**

**Sheena.362843@2freemail.com**

**OBJECTIVE**

Seeking a varied role that will allow me to consolidate both my education and professional background, expand my knowledge and provide opportunities for personal and professional growth.

**PERSONAL INFORMATION**

 *Date of Birth:* September 13, 1991

*Age:* 25 yrs. Old

 *Civil Status:*  Single

 *Religion:*  Roman Catholic

 *Language Spoken:* Filipino and English

**EDUCATIONAL ATTAINMENT**

 *College:* **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

 Don Mariano Marcos Memorial State University – SLUC

 S.Y: May 2008 - March 2012

 *Secondary:* **SAINT MARY OF THE SEA ACADEMY**

 Poblacion, Sto. Tomas, La Union

 S.Y: June 2004 – March 2008

 *Primary:* **STO. TOMAS CENTRAL SCHOOL**

 Poblacion, Sto. Tomas, La Union

 S.Y: June 1998 – March 2004

**TRAININGS AND SEMINARS ATTENDED**

* **Job Placement Seminar-Workshop**

DMMMSU-SLUC Agoo, La Union

November 28-29, 2011

* **On-the-Job Training**

Philippine Overseas Employment Administration (POEA)

San Fernando City La Union

April 11 – May 23, 2011

* **Presentation Skills in IT (Microsoft Visual Basic 6.0)**

With the Theme: “Developing Potentials for Future Credentials”

March 8, 2011

* **Advance Introductory Lessons to Visual Basic Programming 6.0**

With the Theme: “Developing Potentials for Future Credentials”

March 1, 2011

**WORK EXPERIENCES**

* **Office Assistant**

Al Hosn University

Admission and Registration Office

Old Airport Rd., Abu Dhabi, U.A.E

March 1, 2015 – Present

**Duties and Responsibilities:**

1. Preparing students ID cards and scanning photos for the system
2. Maintaining the accuracy of files according to their file number
3. Filing all the documents of the students request, original papers and lettes.
4. Encoding transaction number of each student who requested for the transcripts and graduation letters (Arabic and English).
5. Assisting students to filling the online survey for the graduate students.
6. Checking names of the graduated students for preparing the certificates.
7. Stamping and Sealing documents from the university and prepare before the students come to take it.
8. Sending important documents to the other department of the university.
9. Assisting the staff for their needs (photocopying and taking files).
10. Calling the students to inform them about their request and any other information coming from the admission and registration.
11. Personal assistant for some cases.
* **Housekeeping/Cleaner**

Abu Dhabi Municipality

Salam St., Abu Dhabi, U.A.E

March 1, 2013 – February 26, 2015

 **Duties and Responsibilities:**

1. Maintaining the high-standard cleanliness of the given area.
2. Use and operate hygiene’s materials.
3. Polishing and dusting walls, glasses, doors and any other displays on the location given.
4. Maintaining dry and clean with pleasant ambiance of the toilets.
* **Expanded – Government Internship Program (E-GIP)**

Department of Social Welfare and Development

Field Office 1

City of San Fernando, La Union

May 20 – July 21, 2012

 **Duties and Responsibilities:**

1. Surveying the population of the given place.
2. Interviewing one of the family members regarding their livelihood.
3. Counting the senior citizen and malnourished children of the family.
4. Distributing the lists of the PhilHealth insurance.

**ACHIEVEMENT**

***CERTIFICATE OF APPRECIATION***

Cleaning Training and Demonstration

Abu Dhabi Municipality, Abu Dhabi, United Arab Emirates

December 31, 2013

**WORK SKILLS AND SPECIAL ABILITIES**

* Can type fairly and knowledgeable in Microsoft Office such as Microsoft Word, Microsoft PowerPoint and Microsoft Excel
* Dedicated in work given at hand
* Can handle any given task covering human relations
* Can work with under pressure