**ELVIRA**

Elvira.363110@2freemail.com

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| ***OBJECTIVE*** |

To seek employment in a position that I will be suited for, and to be a part of an organization where hard work will be rewarded and where career advancement will always be a possibility.

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| ***QUALIFICATIONS*** |

* Success-driven professional with more than ten years’ experience in computer repair and maintenance and technical support.
* Proven interpersonal communication skills, having dealt with a diversity of professionals, clients and staff members.
* Able to set priorities to achieve immediate and long-term goals and meet operational deadlines.
* Responds well in fast-paced, high-pressure environment.
* Adapts easily to new concepts and responsibilities.
* Knowledge in establishing Local Area Network (LAN) and Wireless Connection.
* Proficient in desktop repair and its components
* Proficient in installation and set-up of hardware and software.
* Proficient in using MS Word, MS Excel, MS PowerPoint, and Microsoft Office Suite, Adobe Photoshop, Adobe Premiere, Dreamweaver, HTML
* Proficient in using Windows 98, Windows NT/ 2000, Windows XP and Windows Vista, Windows 7, Windows Server 2003 and 2008
* Experience in using Power Builder 9 (as front end programming) and Sybase (as back end database programming) and MS SQL
* Experience in using AUTOCAD.

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| ***WORK EXPERIENCE*** |

**Receptionist cum Secretary**

Glitz Beauty Center

Alkhoory Hotel Apartment

Al Barsha 1, Dubai, UAE

May 18, 2015 to present

Duties and Responsibilities

 -Assists staffs on their schedules and needs

-Receives telephone calls

 -Prepares orders

 -Prepares invoices for issuance of checks

 -Assists clients

 -Prepares memo/certificate of employment and the like

 -Prepares daily reports and collections

**Revenue Collection Clerk I**

Local Government Unit-Santa Maria Bulacan

Poblacion, Santa Maria, Bulacan

***Detailed at Treasury Office***

May2, 2014- April 30, 2015

 -Issued Receipt

 -Prepares daily reports and collections

**Revenue Collection Clerk I**

Local Government Unit-Santa Maria Bulacan

Poblacion, Santa Maria, Bulacan

***Detailed at Information Technology Unit***

2004-April 30, 2014

 -System Maintenance and Administration

 -Computer Repair and Maintenance and Technical Support

 -Hardware and Software Installation

 -Network set-up and installation

**Academic Supervisor / Instructor**

Systems Technology Institute (Sta. Maria Branch)

Santa Maria, Bulacan

2002-2004

**Computer Instructor**

Systems Technology Institute (Sta. Maria Branch)

Santa Maria, Bulacan

2000-2002

**Part-time Instructor**

Saint Joseph College of Bulacan

San Jose Patag, Santa Maria, Bulacan

2000-2002

**Computer Instructor**

Interface Computer College

Recto Manila

1998-2000

**Office Personnel**

3JM Cattle Farm

Caypombo, Santa Maria, Bulacan

1996-1998

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| ***ACHIEVEMENTS*** |

Developed and maintain website: [www.santamariabulacan.gov.ph](http://www.santamariabulacan.gov.ph)

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| ***SKILLS*** |

PC Troubleshooting, Adobe Photoshop, Graphic Design, Video Presentation.

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| ***EDUCATION*** |

**Master in Business Administration**

Bulacan State University

City of Malolos, Bulacan

9 units earned

**2003-2004**

**Master of Science in Information Technology**

Polytechnic University of the Philippines

Sta. Mesa, Manila

36 units earned

**2000-2002**

**Education Unit**

Saint Joseph College of Bulacan

San Jose Patag, Santa Maria, Bulacan

9 units earned

**2001-2002**

**Bachelor of Science in Computer Engineering**

Adamson University

Ermita, Manila

**1991-1996**

**High School Diploma**

Sacred Heart Academy

Poblacion, Santa Maria, Bulacan

**1987-1991**

**Elementary Diploma**

Catmon Elementary School

Catmon, Santa Maria, Bulacan

**1980-1986**

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| ***SEMINARS AND TRAINING*** |

***AutoCad with Color Rendering***, Microcad, SM North Edsa, Quezon City, June 29-August 24, 2013

***Strategic Performance Management System***, Municipality of Santa Maria, Bulacan, May 29, 2013

***CISCO***, Club Royale, MalolosBulacan, February 3, 2011

***Road Show Seminar (Geo Eye-1)***, Astoria Plaza Hotel, April 16, 2009

***Customized Training Program on GIS using Geomatica Software***, GEO-Surveys and Mapping Inc., June 2-6, 2008

***Comprehensive Development Planning Workshop***, Municipality of Santa Maria, Bulacan, December 6-7, 2007

***Seminar/Workshop on Customer Service Excellence***, Provincial Government of Bulacan, October 24, 2007

***Basic Web Design***, Municipality of Santa Maria, Bulacan, August 3-25, 2006

***Seminar/Workshop on Basic Journalism***, Municipality of Santa Maria, Bulacan, April 25-27, 2006

***e-NGAS Training***, Commission on Audit-Manila, March 23-27, 2005

***Fast Track to PowerBuilder 10***, Sybase Learning Center, September 19-23, 2005

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| ***ELIGIBILITY*** |

**October 2005 Civil Service Sub professional Examination**

 San Fernando, Pampanga

 82.25%

**May 2003 TESDA-Computer Technician**

 DatacaseComputerSchool

MalolosBulacan

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| ***REFERENCE*** |

Available upon request.