SARAH G. LIWANAG

**SARAH**

**SARAH.366927@2freemail.com**

***#5 Romasanta St. Brgy. Purok Pagmamahal. Wescom Rd. Brgy. San Pedro, Puerto Princesa City***

***Contact #: 09757707112/09076587687***

***E-mail Address:*** ***sarahliwanag.21@gmail.com***

**QUALIFICATIONS:**

* Graduate in Bachelor of Science in Information Technology
* Experience as an Encoder
* Experience as a Cashier
* Fluent in English and Filipino
* Excellent in Microsoft application, computer application installation, computer formatting and network trouble shooting.

**EDUCATIONAL BACKGROUND:**

Bachelor of Science in Information Technology

Palawan State University

Attended: 2011-2015

Awards received: *Dean’s Merit Award (Academic Proficiency) 1st and 2nd Semester, SY: 2012-2013*

Secondary Education

**Puerto Princesa City National Science High School**

Attended: 2007-2011

Award received: Loyalty Award

**WORK EXPERIENCE:**

Staff / Encoder

**Day Care Service Program Office**

New City Hall, City Government of Puerto Princesa

July 8, 2015-December 31, 2015

* Arranges the entry of data into excel
* Documents all the activities and programs of the department
* Organizes the schedule and itinerary of the teachers
* Write minutes of the meeting
* Encoding attendance
* Encoding letter transactions

Branch Cashier

**St. Peter Life Plan Inc.**

June 6, 2016-Dec 6, 2016

* Assistant to the Branch Manager
* Prepares transmittal (vouchers, loans, reinstatements, bank checks)
* Prepares bank deposits
* Conducts sales and presentation to potential clients
* Handles all cash transactions of the branch
* Submit and reconcile office reports
* Act as the point of contact for internal and external clients

**TRAINING AND SEMINARS ATTENDED:**

**Gender and Health Summit**

 Dolcevita

Puerto Princesa City, Palawan

April 04, 2014

**Job-fair seminar**

SkyLight Convention Center

Puerto Princesa City, Palawan

Feb 18, 2015

**Introduction to Android Development and Robotics**

UP IT Development Center

Diliman, Quezon City

March 4, 2015

**Apple in Education and Network Security**

UP IT Development Center

Diliman, Quezon City

March 4, 2015

**Slingshot Your Career in IT Networking**

Dynamic Technology Education IT Training Center

Ortigas Center, Pasig City

March 5, 2015

**PERSONAL INFORMATION:**

Gender : Female

Age : 22

Date of Birth : September 21, 1994

Civil Status : Single

Citizenship : Filipino

Height : 5’2

***I hereby certify that the above information are true and correct to the best of my knowledge and belief.***

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 ***(Signature)***