**ANDREANE**

**ANDREANE.371905@2freemail.com**

**CAREER OBJECTIVES:**

* To apply for a job fitted to my qualifications;
* To apply and enhance my knowledge, skills and work experiences to the company that I will be working with;
* To challenge and test myself in handling new tasks, how to socialize with my co-workers, as well as to work for the attainment of the vision, mission, goals and objectives of the company.

**PERSONAL DATA:**

Age: 23 years old Birthplace: Caloocan City

Birthday: June 5, 1994 Religion: Roman Catholic

Citizenship: Filipino Gender: Female

Civil Status: Single Weight: 60 kgs.

Height: 5’3” Spoken Language: English

**EDUCATIONAL ATTAINMENT:**

Tertiary Level: Aklan State University - College of Industrial Technology

2010 - 2014 Kalibo, Aklan

 Bachelor of Science in Information Technology

Secondary Level: Madalag National High School

2006 – 2010 Poblacion, Madalag, Aklan

Fourth Honorable Mention

Elementary Level: Madalag Elementary School

2000 – 2006 Poblacion, Madalag, Aklan

**SEMINARS AND TRAININGS ATTENDED:**

1. Software Engineering December 20, 2013

Diamond Suite Hotel, Grand Ballroom, Apitong Street, Cebu City

1. Web Design December 20, 2013

Diamond Suite Hotel, Grand Ballroom, Apitong Street, Cebu City

1. IT Seminar December 17 – 20, 2013

 Cebu City

1. On – Job – Training November 2013 – January 2013

Mayor’s Office, LGU - Madalag,

Poblacion, Madalag, Aklan

1. SanggguniangKabataan Organization May 29 – 31, 2012

Leadership Orientation Seminar Queen’s Beach Resort, Boracay Island, Malay,

 (ISKOLAR-BOSS) Aklan

1. 13th PSITS-WV Regional IT Congress February 17, 2012

 Paon Beach Club, Estancia, Iloilo

**EMPLOYMENT RECORD:**

COMPANY: Department of Labor and Employment (DOLE)

ADDRESS: Swan Rose Building, Commission Civil Street Jaro, Iloilo City

ASSIGNED AT: LGU – MADALAG/Poblacion, Madalag, Aklan

POSITION: DOLE - GIP

DATE: JULY 2014 - JANUARY 2015

COMPANY: LGU - MADALAG

ADDRESS: Poblacion, Madalag, Aklan

POSITION: Encoder

DATE: FEBRUARY 2015 – MAY 15, 2016

COMPANY: Bussiness Staffing and Management, Inc.

ADDRESS: Suite 411 4th fl. AIC-Burgundy Empire Tower ADB Avenue, cor. Garnet Road Ortigas Center, Pasig City

ASSIGNED AT: Amicassa Process Solutions, Inc. (Alabang)

POSITION: Records Imaging Staff

DATE: JUNE 14, 2016 – DECEMBER 31, 2016

**SPECIAL SKILLS:**

* Computer Literate (Microsoft Office, Internet, Email) ;
* Encoding/Typing ;
* Filing documents / Clerical works

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