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| --- |
| **C:\Users\alexander\AppData\Local\Microsoft\Windows\INetCache\Content.Word\passport pic.jpg**    **SUMMARY OF QUALIFICATIONS**   * Attentive, energetic and persuasive * Independent, reliable and highly motivated * With high sense of humor * Fast – learner, eager to learn new things and be trained * Service and work oriented * Good interpersonal, writing and communication skills * Excellent Driving Skills * Computer savvy (Word, Excel, PowerPoint, Programming, Designing Networking, etc.)   **EDUCATIONAL BACKGROUND**  **TERTIARY:**  Manuel S. Enverga University Foundation Lucena City  SY 2008-2012  **Bachelor of Science in Information Technology**  **SECONDARY:**  Sacred Heart College Lucena City  SY 2004-2005  **PRIMARY:**  Sacred Heart College Lucena City  SY 2000-2001  **PERSONAL INFORMATION**  Date of Birth: October 17, 1988  Place of Birth: Lucena City Quezon, Philippines  Age: 28 years old  Marital Status: Married  Nationality: Filipino  Visa Status: Visit Visa  Availability to join : As soon as possible |

**ALEXANDER BRIAN**

Email: [alexander.370207@2freemail.com](mailto:alexander.370207@2freemail.com)

**OBJECTIVE**

To pursue a highly challenging and creative career, where I can apply my knowledge and ingenuity by embracing new technological developments thus uplifting my competence hence benefiting myself and the company.

**WORK EXPERIENCE**

**GRAPHIC DESIGNER / OFFICE STAFF**

FOTOFUN COLOR LAB LLC ADVERTISING

Al Moosa Group.Bldg Oud Metha St, KARAMA DUBAI, UAE

January 2015 to January 2017

**LAYOUT ARTIST**

IDESIGNIO

Gulang-Gulang, Lucena City, Philippines

June 2015 up to October 2015

**LAYOUT ARTIST/MIS STAFF**

St. Anne College of the Pacific

College Central Supplies Section

Andaman Group of Companies

Lucena City, Philippines

January 2013 up to May 2015

**SALES CLERK/SM DEPARTMENT STORE**

Lucena City Philippines

June 2012 to December 2012

**SEMINARS ATTENTED**

**JMG TRAINING AND ASSESSTMENT CENTER INC.**

* **Integrated Workshop on Hotel And Restaurant Services**

GF 1377 Sta. Monica cor. A. Mabini St, Ermita Manila, Philippines

January 14-16, 2015

**PEME CONSULTANCY INC.**

* **Basic Occupational Safety & Health (Accreditation No. 1030-012014-0035)**

CCTV Room Municipal Building, Mauban Quezon, Philippines

July 10-13, 2014

**ANDAMAN GROUP OF COMPANIES (AGC)**

* Winning Management: Motivating Employees in Achieving Peak Performances

Library Conference Room, SACLI Lucena City

February 15, 2014

**FIT-FASTTRACK IT ACADEMY**

* **SAP BUSINESS ONE**

Manuel S. Enverga University Foundation, Lucena City

October, 2011

**UNIVERSITY TECHNOLOGY TRAINING CENTER**

* Philippine Youth Congress in Information Technology 2010

UP Theater, University of the Philippines, Diliman Quezon City

September 17, 2010

**GENERAL EXPERTISE**

**DESIGN PROFICIENCY**

* Poster Design
* Flyer Design
* Greeting Card Design
* Photo Manipulations
* Brochures
* Menu Design
* 2d House Modeling

**SOFTWARE PROFICIENCY**

* Adobe Photoshop CS6
* Adobe Illustrator CS6
* Sketch Up 2014
* Microsoft Word,Excell
* Adobe Illustrator
* Sap business one

**Detailed Job descriptions in FOTOFUN COLORLAB:**

* Performs monthly Sales Report for Auditing
* Answering call of clients for their inquiries
* Receives and assists clients inquiring about printing and payments
* Produces and creates logo design
* Photo Enhancement ,Creates t-shirt designs , photo manipulations
* Prints Canvas , CLP

**Detailed Job descriptions in IDESIGNIO:**

* Produces and creates logo design
* Photo Enhancement
* Creates t-shirt designs

**Detailed Job descriptions in Andaman Group of Companies:**

**A. As a Layout Designer**

*Specifically:*

* Produces and creates logo design for Andaman Group of Companies.
* Produces Perspective Design using Sketch-up and Evolis application.
* Oversees actual tarpaulin printing and ID making (**FOR STUDENTS AND EMPLOYEES**).
* Performs monthly inventory of supplies involving tarpaulin printing and ID making.

**B. As an ALPS DIGITAL IMAGING PRINTING (ADIP) Staff**

*Specifically:*

* Receives and assists clients inquiring about printing and payments.
* Manages company requests for designs and printing.
* Creates job order from AGC and clients outside the company.
* Performs monthly sales report for auditing.
* Stores previous reports, company requests, job and purchase orders in place.

**C. As a (MIS) Staff**

*Specifically:*

* Acts as an overall in charge in the operation of computers.
* Installs Operating System in newly purchased computers.
* Troubleshoots hardware and software.
* Maintains local area networks to its function.
* Provides monthly inventory reports to auditor.

**Detailed Job descriptions in SM DEPARTMENT STORE:**

* Obtains and receives merchandise requested/selected by customers
* Answers customer’s questions concerning location, price and use of merchandise
* Wraps or bags merchandise for customers
* Cleans shelves, counters, or tables