

# Nancy C. Parajas

Purok II, Ilang-ilang St. Brgy., Margot Angeles City

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**Objective:** Utilize my skills and learn more knowledge to attain full growth that will develop my professional career and be a vital asset to your company

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## Job Experience:

### QA/Product Inspector

#### Small Precision Tools

Clark Freeport Zone  
June 26, 2013- Present

### Encoder

#### Clark Data Center Inc.

Clark Freeport Zone  
October 28, 2012- January 28, 2013

## Education

### College

#### A.A. Degree Information Management

Asian Institute of Computer Studies  
Dau, Mabalacat  
June 2011- April 2013

### SECONDARY

#### SapangBato National High School

SapangBato Angeles City  
2004- 2008

## SKILLS:

- **Computer Literate:**  
**Microsoft PowerPoint, Microsoft Excel, Microsoft Word, Microsoft Windows**
- **Typing 43 WPM**

## SEMINAR WORKSHOPS ATTENDED AS PARTICIPANT

### NATIONAL

April 24, 2012

#### Seminar Orientation on Clerical Skills

Asian Institute of Computer Studies

September 14, 2012

#### Seminar Orientation On-the-Job Training

Asian Institute of Computer Studies

## **PERSONAL PROFILE**

Date of Birth : October 09, 1991  
Place of Birth : Pangasinan  
Civil Status : Single  
Citizenship : Filipino  
Religion : Roman Catholic

## **CHARACTER REFERENCES**

### **Mr. Jade Fullente**

Gen. Education  
Asian Institute of Computer Studies  
09358768590

### **Miss. Maria Teresa Ibe**

Call Center Agent  
NCO  
09066529409

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

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**Nancy C. Parajas**