



CARLA JOY GORRES

GRAPHIC DESIGNER

CONTACT ME
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Pampanga, Philippines
carlajoygorres@gmail.com



OBJECTIVES

To be part of a company where skills can be apply effectively and will offer extensive training, experience and provide career growth that will further develop and improve my abilities and knowledge.

SKILLS



CERTIFICATE

- Manager Training Program
- Leadership Training and Team Building
- Basic Computer Troubleshooting
- On-The-Job Training Completion Cert.

CHARACTER REFERENCE

- **Sonny Samson**
Tuapeka /Trends Account Manager
+63 995 320 0481

INTEREST



QUALIFICATIONS

- Knowledge in Computer
- Skilled, goal oriented and efficient
- Hard working and dedicated to any given task
- Fast learner and Eager in acquiring new knowledge
- Ability to work independently or in group
- Good in communication written or verbal

EDUCATION

- **2013 - 2017 TERTIARY**
AMA COMPUTER COLLEGE
Bachelor of Science Information Technology

WORK EXPERIENCES

- **2018 - Present ARTWORK SUPERVISOR**
TUAPEKA GOLD PRINT / TRENDS PROMOTIONAL PRODUCTS
Artworkers Supervisor
Management Team
 - **October 2019**
Management Team
Senior Order Entry Staff
Unprinted/Sampled Order Processing Supervisor
Artworker Staff
Order Entry Staff
 - **May 2019**
Senior Order Entry Staff
Unprinted/Sampled Order Processing Supervisor
Artworker Staff
Order Entry Staff
 - **January 2019**
Artworker Staff
Order Entry Staff
 - **July 2018**
Order Entry Staff
- **2016 - 2018 MEDICAL BILLING SPECIALIST**
DERAS GLOBAL SERVICES
My responsible is to created new records for each patient using their demographics and finish all new data entry within the day
- **2015 - 2016 HR ASISTANT (INTERN)**
OUTRESOURCE GLOBAL
My duty is to input applicants data in company's drive and search the applicant's profile using their LinkedIn, BestJobs, Indeed accounts that is in their resume.

CONTACT ME

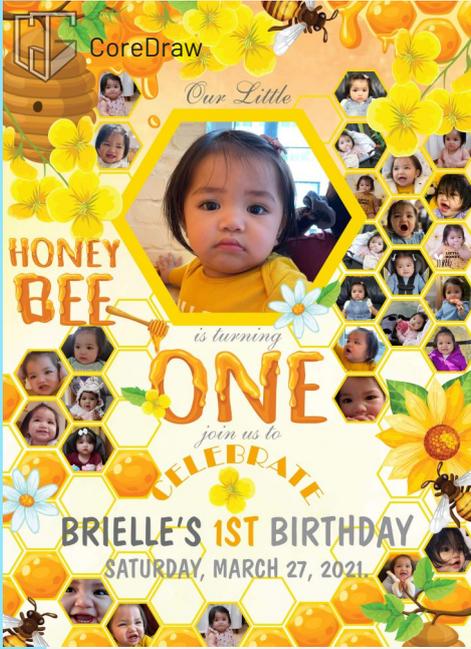
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MY WORKS

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I hereby certify that the above information and works are true to the best of my knowledge and skills

Carla Joy Gorres
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