

Madonna San Jose

Blk 14 Lot 5 Phase 4 Vallejo Place Fairgrounds, Pasong Buaya 2, Imus Cavite, Philippines

Email: dhana17louryn@yahoo.com

Telephone: 63917-8327996

OBJECTIVE

Seeking for full-time employment, gaining valuable job skills, and acquiring knowledge for continuous learning

PROFILE

- ✓ Flexible, patient, and responsible, able to work effectively under pressure in demanding work environment
 - ✓ Empathetic individual with proven ability to stay calm under stressful situations and always maintain a respectful attitude
 - ✓ Committed to work, can work independently or with a team, attentive to details, trainable, fast-learner, honest, trustworthy, flexible, multitasking, critical thinking and decision-making skills
 - ✓ Excellent interpersonal skills: courteous and friendly with the public
 - ✓ Computer literate in Google Docs, Sheets, Slides, MS Office Word, Excel, PowerPoint, Internet and e-mail
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SERVICE SKILLS

- ✓ Have a good relationships and time management
 - ✓ Communicates and appropriately deals with parents, students, and colleagues
 - ✓ Directs or refers parents to proper personnel within the company
 - ✓ Fast in encoding
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EDUCATION AND CERTIFICATION

Bachelor of Commercial Science Major in Computer Science

June 2003 – March 2007

Mandaluyong, Philippines

Leadership Training

December 2009

Laguna, Philippines

EMPLOYMENT HISTORY

Montessori De Manila, November 2011 – Present

- High School Encoder
- Secretary and administrative staff

Academia Del Señor Nazareno, June 2008 – 2011

- Cashier
- Custodian
- Assistant teacher