

JEAN J. ATAMOSA

176 Quinavite, Bauang, La Union

Mobile No: 09308691488

Email Address: jean.atamosa@taskus.com

OBJECTIVE:

To be able to enhance my knowledge & capacity, as well as my potential to prove my worth to be part of the chosen field that fits my qualification.

PERSONAL INFORMATION:

AGE	:35 years old
SEX	:Female
HEIGHT	:5'1
WEIGHT	:60 kgs
BIRTHDATE	:August 14, 1986
BIRTHPLACE	:Quezon City, Manila
MOTHER	:Mrs. Teresita Javonillo
ADDRESS	:Quinavite, Bauang, La Union

SPECIAL SKILLS:

Editing Photos, & documents, Lay-outing invitation cards, certification, baptismal, and wedding invitations, encoding papers/ documents, hosting , and have enough knowledge using MS Word, Excel , Power point, and Adobe Photoshop,videolead photo studio, photo express, as well as installing some various kinds of software's.

EDUCATIONAL BACKGROUND:

ELEMENTARY:

ROSARIOCENTRALSCHOOL

Rosario, La Union
1997-1998

SECONDARY:

UNION INSTITUTE OF ROSARIO

Rosario, La Union
2002-2003

COURSE:

BUSINESS INFORMATION MANAGEMENT

AMACOMPUTERLEARNINGCENTER

San FernandoCity
2005

EMPLOYMENT BACKGROUND:

JOLLIBEE 1

San Fernando, La Union
Store Marketing Assistant
September 23, 2004- March 23, 2005

DUTIES AND RESPONSIBILITIES:

- In-charge of the Booking of Kiddie Party Package (KPP); Bulk Order (BO); & Business Opportunity Meeting (BOM).
- In-charge of preparing survey forms & tally customer surveys every month of peak & off-peak seasons.
- In-charge of the daily, and monthly inventory of the Jolly Kiddie Meal toys, translates, and all upcoming products to be launched as part of the promo.
- Hosting parties, and cascading promos to be launched to all crews and managers.
- Ensuring the quality and satisfaction of every customer during every affair.
- Assuring the guarantee of products, towards customer satisfaction.

METRO-VISION INTERNET & CD-R

Nisce-QuerolBuilding,
San Fernando, La Union

COMPUTER STAFF

August 03, 2005- October 15, 2006

DUTIES AND RESPONSIBILITIES

- Editing of songs, like remixing....
- Editing photos using adobe photoshop
- CD- Burning of Audio, VCD, Mp3, MP4 and mobile phones
- Installing music to VCD, Mp3, MP4 and mobile phones.
- Offering to install software of games & other related programs
- Lay-outing certificates, documents & other baptismal ,and wedding invitation, and calling cards.
- Offering tutorial services at home and inside my duty.
- Editing documents, certificates , and photo's using Adobe Photoshop.
- Inventory of the daily sales on the night shift.
- Preparing all the items at inventory and computing the cash on hand, total sales, and income daily during closing time, or the end of the day.
- Cashier at night duty
- Assisting customers in their needs, whenever they are in need to locate some files to be downloaded in the internet.
- Encoding paper works, resume, reports & etc.
- Aware also of some computer works & problems
- Remix of songs,
- Installing songs to any kind of music device, such as i-pod, mp4, mp3 and any mobile phones.
- Editing of songs

BAMBAO INTERNET CAFÉ

Buang, La Union

Computer Staff

November 18, 2006- May 31,2007

DUTIES AND RESPONSIBILITIES

- CD- Burning of Audio, VCD, Mp3, MP4 and mobile phones.
- Installing music to VCD, Mp3, MP4 and mobile phones.
- Offering to install software of games & other related programs
- Lay-outing certificates, documents & other baptismal ,and wedding invitation, and calling cards.
- Offering tutorial services at home and inside my duty.
- Editing documents, certificates , and photos using Adobe Photoshop.
- Inventory of the daily sales on the night shift.
- Preparing all the items at inventory and computing the cash on hand, total sales, and income daily during closing time, or the end of the day.
- Cashier at night duty
- Assisting customers in their needs, whenever they are in need to locate some fiels to be downloaded in the internet.
- Encoding paper works, resume, reports & etc.
- Aware also of some computer works & problems

METRO-VISION INTERNET & CD-R

Nisce-QuerolBuilding,

San Fernando, La Union

COMPUTER STAFF

August 03, 2007- October 15, 2009

DUTIES AND RESPONSIBILITIES

- Editing of songs, like remixing....
- Editing photos using adobe photoshop
- CD- Burning of Audio, VCD, Mp3, MP4 and mobile phones
- Installing music to VCD, Mp3, MP4 and mobile phones.
- Offering to install software of games & other related programs
- Lay-outing certificates, documents & other baptismal ,and wedding invitation, and calling cards.
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- Preparing all the items at inventory and computing the cash on hand, total sales, and income daily during closing time, or the end of the day.
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- Assisting customers in their needs, whenever they are in need to locate some files to be downloaded in the internet.
- Encoding paper works, resume, reports & etc.
- Aware also of some computer works & problems
- Remix of songs,
- Installing songs to any kind of music device, such as i-pod, mp4, mp3 and any mobile phones.
- Editing of songs

Floriza's Computer Shop

Buang, La Union

Encoder

November 15, 2011 – January 2013

DUTIES AND RESPONSIBILITIES

- Editing of songs, like remixing....
- Editing photos using adobe photoshop
- CD- Burning of Audio, VCD, Mp3, MP4 and mobile phones
- Installing music to VCD, Mp3, MP4 and mobile phones.
- Offering to install software of games & other related programs. Lay-outting certificates, documents & other baptismal ,and wedding invitation,

Rachel's Gen. Mdse

Bauang, La Union

Encoder

May 2013 – 2018

DUTIES AND RESPONSIBILITIES

- Editing of songs, like remixing....
- Editing photos using adobe photoshop
- CD- Burning of Audio, VCD, Mp3, MP4 and mobile phones
- Installing music to VCD, Mp3, MP4 and mobile phones.
- Offering to install software of games & other related programs. Lay-outing certificates, documents & other baptismal ,and wedding invitation,

Taskus (Lighthouse)

San Fernando, La Union

Teammate

February 14, 2019 - present

DUTIES AND RESPONSIBILITIES

- Annotation
- Ensuring everyday number of task meet.

FREELANCE JOBS**Global Dominion Financing Incorporated**

Sales Consultant (Freelance)

La Union Branch

San Fernando, La Union

October 2015-to present

Aialink Financing Incorporated

Sales Consultant (Freelance)

La Union Branch

San Fernando, La Union

March2017-to present

CHARACTER REFERENCES:

MR. FERNANDO OCHANGCO

Store Manager
Jollibee 1
San Fernando, La Union

MARIA THERESA RIZA DE LEON

Staff and Manager
SmartWirelessCenter
SM Baguio

MR. ALEX DE GUZMAN

Sole Proprietor/ Owner
Metro Vision Internet and CD-r
San Fernando, La Union

MR. JELSON OBILLO

La Union Branch Head
Global Dominion Financing Incorporated

ROSANA ATAMOSA

Area Manager
Calgary, Alberta, Canada

BRYAN D. DAMISIL

ELECTRICAL ENGINEER
1590 Energy Power Corp
Bauang, La Union