

Zorayda N. Tupaz

39 Christmas St. Sta. Lucia Village Phase IV, Punturin
Valenzuela City, Philippines
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Objective:

- To be able to develop my skills, enhance my knowledge and share my values with the help of your good company.
- To seek entry-level position in your company and gain sufficient experience
- Perform satisfactorily and contribute my best in favor of the company's interests

Personal:

Date of Birth: May 2, 1982

Place of Birth: Manila

Status: Single

Height: 5'3"

Weight: 120lbs

Language written and spoken: Filipino and English

WORK EXPERIENCE

- Senior Sales Assistant/Officer-in-Charge** : August 2008 – Present
DataBlitz, Inc.
Unit 508 SM Annex Sta Cristo,
Quezon City
- Cashier** : May 11, 2007 – October 10, 2007
SM San Lazaro – Department Store
Mandurriao Star Inc.
Felix Huertas St., Sta. Cruz, Manila
- Customer Relations Assistant** : October 28, 2006 – April 4, 2007
Rustan's Alimall Expresslane
LGF Alimall, Cubao, Quezon City
- Marketing Assistant/ Promoter** : February – June 2000
Epson Philippines Ltd.
Rufino Tower, Cor. Herrera St.
Makati City

EDUCATION AND CREDENTIALS

- Tertiary** : Nov 2002 – March 2005
System of Technology Institute – Meycauayan
Bachelor of Science in Computer Science
- Secondary** : June 1994 – March 1998
Lawang Bato National High School
- Primary** : June 1988 – March 1994
Lawang Bato Elementary School
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SKILLS AND TALENTS

- Typing
 - Writing
 - Web Browsing
 - Microsoft Application (Microsoft Word, Excel, Access, Power Point, Outlook)
 - Basic Networking
 - Designing and Analyzing a System
 - Maintaining customer service standards
 - Detecting counterfeit money
 - Cashiering
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SOFTWARE FAMILIARITY

- Operating System MS-DOS, MS-Windows, Windows ME, Windows 98, Windows 2000/NT, Windows XP
- Programming Language Dbase, Turbo C, Macromedia Flash, Visual Basic
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TRAININGS AND SEMINARS ATTENDED

IT Convention
PICC, Plenary Hall
January, 2004

Personal Development: Key to Success
March 2003

Globalization is Philippines Ready?
September 2002

CHARACTER REFERENCES

1.Kathryn Reyes	HR Supervisor DataBlitz, Inc 02 53287800	L.Guinto St Malate Manila
2. Cecille Lumba	Area Supervisor DataBlitz, Inc 02 53287800	L.Guinto St Malate Manila