

KATHERINE V. DACO

BLK 9 Lot 29 Flores de Mayo St. Lagro Subdivision Novaliches, Quezon City
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Objective: To get connected with an institution that will help me utilize the skills and abilities that I have and will allow me to grow and enhance my knowledge in the field that I choose and be integral part of it.

EDUCATIONAL ATTAINMENT

TERTIARY LEVEL: **Bachelor of Science in Nursing**
Our Lady of Fatima University
McArthur Highway Valenzuela City
October 1998-2003

Secondary Level: **Divine Grace School**
Ilang- Ilang St. Maligaya Park
Novaliches Quezon City
March 1992-1997

Elementary Level: **Lagro Elementary School**
Lagro Novaliches Quezon City
March 1983-1991

TRAINING ATTENDED

Xavier Technical Training Center

Computer Science

March 9 – June 21, 2009
Greenfields 1 Novaliches Quezon City

Finishing Course

Medical Transcription

July 16 – July 17, 2009
Makati Avenue, Makati City

WORK EXPERIENCE:

Clinic Secretary

September 2006 – September 2007
Decofrance Medical and Laboratory Clinic
Batasan Hills, Quezon City

Telemarketers

March 12, 2008 – Jan 21, 2009
Santotan Quezon City

- Explain the product and services.
- Contact potential customers to promote products or services.
- Following up on previous customer for potential sales

Encoder

February 1, 2012 – July 31, 2014

Land Transportation Office
East Avenue Quezon City
Job Duties and Responsibility

- Performed administrative functions like encoding, reviewing, monitoring and filling of apprehension tickets from violators of RA4136 SCTEX
- Encodes all apprehension and alarm under RA 8794 NLEX Overloading
- Batched the encoded violations under RA4136 and RA8794
- Assist in-charged on various campaign programs implemented by the agency.

Billing Assistant

May 15, 2015 – May 2016

The New Cyberlinktech Incorporated

- Monitor outstanding balances to ensure account is paid on time and in full.
- Update and input client's payment
- Perform closing and balancing of payments and receipts.

Admin Staff

June 2016 – March 2023

Greenfrog IT Incorporated

- Answer and direct phone calls
- Develop and maintain a filling system.
- Carries out administrative duties such as filing, copying, binding, scanning etc.
- Maintain and order office supplies.
- Manage communication including emails and phone calls.

SKILLS: Knowledge in computer (Window base Application & Internet

CHARACTER REFERENCES

Pedro Ferrer 434-0027
Philippine Normal University
Laywer

Antonio Morato 937-1147
Philippine Authority
Government Employee

Lurceli Santos
Dean
College of Nursing

I do hereby certify that all information stated above are true and correct to the best of my knowledge.


Applicant's Signature