

Sheenah Marie SD Vergara

#35 Maasim, San Ildefonso, Bulacan

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OBJECTIVE

To seek an equal opportunity to work in a reputable company wherein I can maximize my skills which provides job satisfaction and personal growth.

HIGHLIGHTS OF QUALIFICATION

- Good communication skills.
- Able to work well as a team.
- Self-motivated & can work with less supervision.
- Can do multitasks, willing to be trained.
- Willing to work on shifting schedules.
- Japanese Language Proficiency (N5)

WORK EXPERIENCE

Registration Officer II

PSA Philippine Identification System

(February 2022 – June 2022)

- Serves as Data Capture Operator for Fixed Registration Centers and Mobile Registration Centers.
- Provides exceptional customer service to all the applicants.
- Captures Demographics and Biometrics data of applicants.
- Maintains and exports daily captured data.
- Provides Daily Report of number of captured registrants to Registration Officer III.
- Keep and manages assigned registration kits.
- Performs basic troubleshooting and reports technical issues to Registration Officer III.
- Maintains the defined operating standards as mandated by the PSA and ensure compliance to approved processes.
- Performs other tasks that may be assigned by supervisor/s.

Census Enumerator
Philippine Statistics Office (PSA)
(September 2020 – October 2020)

- Chart out plans to visit residents of a specified city/municipality.
- Conduct an extensive and thorough visual survey of areas that need to be covered during the census taking the procedure.
- Explain the objectives of surveys and their procedures to people who are to be interviewed.
- Double-check information on survey forms or information pads to ensure the accuracy of information.
- Compile, record and code information derived from specified forms into a predefined database.
- Compile reports of information derived from census activities and ensure that they vetted by the supervisor.

EDUCATIONAL BACKGROUND

Primary: Maasim Elementary School
San Ildefonso, Bulacan
1999 – 2005

Secondary: Liceo De Buenavista
San Ildefonso, Bulacan
2005 – 2009

Tertiary: Baliuag University
Baliwag, Bulacan
Bachelor of Elementary Education
Graduated 2019

PERSONAL DATA

Date of Birth: March 17, 1993
Nationality: Filipino
Civil Status: Married
Height: 5'2
Weight: 70Kg
Language: Tagalog, English

REFERENCES

Available upon request.