



#3 Phase 5, Lawaan St. Hillside Subd, Lanang,  
8000 Davao City, **Philippines**

## **OBJECTIVE**

To obtain a virtual assistant/secretary position wherein transcribing, web research, photoshop editing, internet, data encoding and administrative skills will be employed

## **EDUCATION**

### **Senior year**

*Bachelor of Science in Nursing*  
Brokenshire College 2006-March 2009  
Madapo, Davao City  
(*Class Vice-President 2007-2009*)

San Pedro College 2005-2006  
(*1<sup>st</sup> semester-Dean's Lister*)  
(*2<sup>nd</sup> semester-Dean's Lister*)

### **High School**

Assumption College of Davao 2001-2005  
J.P. Cabaguio Avenue, Davao City  
*Graduated with Honorable mention*  
*Consistent academic honor student*

## **WORK EXPERIENCE**

AREDRAL Internet Café March 2003- April 2004

Computer staff Assistant (Trouble shooting, Installing, editing, typing)

Yearbook Staff- Assumption College of Davao March 2005-December 2005

Photo Editor  
Page design editor  
Content Analysis

## **SKILLS & ATTRIBUTES**

- Trainable, highly organized, competent and able to function efficiently in virtual working relationships
- Diligent, detail-oriented, efficient and trustworthy
- With pleasing personality and of good moral character
- Flexible, Focused and determined
- Excellent in English and Filipino Languages
- Computer and Software literate
- Proficient in MSWord, Excel, PowerPoint
- Proficient in Adobe Photoshop, Movie maker and simple Flash
- Experienced making WebPages, browsing particular sites on the internet and extracting / researching data
- Knowledge of Internet and Web Terminology
- Proficient Typing Skills

## **INTEREST:**

Interested in outdoor sports, science, data gathering, gadgets, photo and video editing, computer stuffs and internet surfing.