

OBJECTIVE

To obtain a virtual support position wherein web research, webpage design, photo editing, internet and administrative skills will be employed

Seeking positions for:

- *Data entry
- *Webpage design
- *Photo editing
- *Web Research
- *MS Office Application support
- *other related positions

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
(1st semester-Dean's Lister)
(2nd 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
- Excellent in English and Filipino Languages
- Proficient in MSWord, Excel, PowerPoint
- Proficient in Dreamweaver, Adobe Photoshop and simple Flash
- Experienced browsing particular sites on the internet and extracting / researching data
- Knowledge of Internet and Web Terminology
- Proficient Typing Skills
- Experienced with PC and Mac Operating Systems including Internet Explorer and Firefox

INTEREST:

Interested in outdoor sports, science, data gathering, gadgets, photo editing, webpage designing and internet surfing.