
OBJECTIVES

I am looking for an online job that is related with any computer services like Virtual Assistant or as an Article Writer. I am very much willing to learn new things about online marketing as well.

EDUCATIONAL BACKGROUND

- College - Lourdes College
 Hayes-Capistrano Streets
 Associate in Hotel and Restaurant Management
 - High School - Sacred Heart of Jesus Montessori School
 Capistrano Complex, Gusa, Cagayan de Oro City
 Graduated
 - Elementary - Sacred Heart of Jesus Montessori School
 833 CM Recto Avenue, Cagayan de Oro City
 Graduated
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COMPETENCIES and SKILLS

- * Work oriented and flexible in terms of working hours.
 - * Excellent in interpersonal and communication skills.
 - * Open minded for new processes and new available knowledge for improvement
 - * Knowledge in MS Applications, Internet Explorer and Mozilla Firefox
 - * Good English written communication skills
 - * Familiar with basic HTML, CSS, & install word press blogs
 - * Self-motivated and able to work under minimal supervision
 - * Familiar with the following software: Adobe Photoshop CS3, Microsoft Paint
 - * Internet Savvy and familiar with Mozilla Firefox plugins for an efficient work online
 - * Above average computer skills and literacy
 - * Have an own internet connection and computer
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WORK EXPERIENCES

RC Internet Café

Attendant and Computer Technician

January 2005 – January 2010

- Fix, install and reformat client computers
- Network and configure client computers

Freelance

Link Directory Submission, Link Building, Blog Commenting, Article Submission

March 2010 - Present