Mary Magdalene C. Velasco

 Address: Block 21 Lot 27 SCHHAI, Sibulan, Negros Oriental 6201

 Email: magnetism143@gmail.com

 Telephone: 419-7662

 Phone: +639054089922

**OBJECTIVE:** Seeking a good opportunity in a good company that enables me to improve my skills, increase my practical experience, fulfil my personal ambitions and expand my knowledge

**Educational Background:**

**College:** Diploma in Information and Technology

 System Technology Institute (STI-Dumaguete)

**Address:** Libertad Cor., Independencia St., Dumaguete City

**Year:** 208-2010

**High School:** Negros Oriental High School

**Address:** North Road Capitol Area, Dumaguete City

**Year:** 2004-2008

**Primary:** Maslog Elementary School

**Address:** Maslog, Sibulan, Negros Oriental

**Year:** 1997-2004

**Certification:** 14th and 15th STI National Youth Convention

 **Year:** 2009 and 2010

**Skills:**

**Computer Skills: Software**

 Microsoft Word, Excel, PowerPoint, Access, Office Outlook, Adobe Photoshop, Internet Explorer

**Programming Language Experience**

 Java Programming and Visual Basic

**Personal Skills**

Leadership Team Work Skills

 Teaching Skills Facilitator/Organizer

**Language Skills**

Proficient in English speaking and writing

**Work Experience:**

**Company:** STI-Dumaguete

**Location:** Gillamac Building, Libertad Street. Dumaguete City

**Work Description:** Data Encoder, running for errands, answering telephone calls

**Year:** 2009-2010

**Company:** Qualfon Philippines Incorporated - Dumaguete

**Location:** EROS Building, Corner Dr. V and Real St., Dumaguete City, Negros Oriental

**Work Description:** Customer Service Representative (Tier III)

**Year:** 2010-2013

**Character References:**

 **Ma. Elena L. Cabarrubias**

 Administrator

 STI-Dumaguete

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 **Erlinda C. Bautista**

 Pastor, Fullness of God Ministry

 Maslog, Sibulan, Negros Oriental

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