A picture containing person, person, indoor, posing

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CHARLENE G. BENDAÑA

Roque St, Zone-3 , Bulan, Sorsogon

Mobile: 09662741145

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**I.OBJECTIVES**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of Information Technology (IT).

**II. Skills**

* Capable of using Microsoft Office (Words, Excel, PowerPoint)
* Good in Time
* Proficient in both Oral and Written Communication in English and Filipino Languages
* Hardware Troubleshooting
* Willing to be trained

**III. Personal Data**

EDUCATIONAL BACKGROUND

**Date of Birthday** November 18 2000 **Place of Birth** Pawa Bulan Sorsogon **Gender** Female  **Civil Status** Single **Citizenship** Filipino **Religion** Roman Catholic **Height** 5’0 **Weight** 48 kg  **Father Name** Crisostomo Bendaña **Mother Name**  Nelsie Bendaña

**IV. Educational Background**

EDUCATIONAL BACKGROUND

**Tertiary**

Bachelor of Science Information Technology

Sorsogon State University

Zone 8 Bulan Sorsogon

(Third year College)

**Secondary** Bulan National High School

Zone 8, Bulan, Sorsogon

(S.Y. 20013 – 2019)

**Primary**  Bulan South Elementary School

Zone 5 Bulan Sorsogon

(S. Y. 2007-2013)

**Experience**

* OJT/Work Immersion at Winston Enterprises (Bulan Sorsogon )

**Achievements**

* Computer System Servicing ( With Honor )

**V. Reference**

**I hereby certify that the given information’s above are true and correct to the best of my knowledge.**

**Shape

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**Applicant Signature**