**RAMOS, DANIELA NOBLE**

*#56 Zone 1 Fort Bonifacio, Taguig City*

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*+63(938) 205 3066*

***Objective:***

To be able to be part of an organization where I can conduct my On-Job-Training that will utilize my knowledge and skills while contributing to the company’s welfare.

***Educational Background:***

Senior High School

Thy Covenant Montessori School - Taguig

(2017-Present)

Junior High School

Bucandala National High School – Imus, Cavite

(2013-2017)

Elementary

VAB Elementary School

Villamor Air Base, Pasay City

(2007-2013)

***Achievements:***

2017 – 2018 Honorable Mention in Senior High School.

2016 – 2017 Honorable Mention in Junior High School.

***Initiatives:***

* Elected as Class President in Senior High School. Take the lead in preparing some school activities and handle responsibilities within my co-students.
* Elected as Class Treasurer in Junior High School. Took responsible in budgeting financial matter for some school activities and projects.

***Notable Qualifications:***

* Fast Learner, patient and hard working.
* Systematic, and able to work with minimal supervision.
* Ability to prioritize and organize work in a multi-tasked environment.
* Highly flexible and adaptable to changes.
* Can perform other duties as assigned by management.
* Trustworthy and has an ability to uphold highest level of confidentiality.
* Ability to perform data entry and operate a 10-key calculator.
* Knowledgeable in Microsoft Office Word, Excel 2007-2010 and PowerPoint. Able to use shortcut keys functions.

***Personal Information:***

            Birth date : August 28, 2000

            Age : 18

            Gender : Female

            Status : Single

            Nationality : Filipino

            Skills : Can speak and write in English and Filipino

*I hereby certify that all the information are true and correct to the best of my knowledge and belief.*

***Daniela N. Ramos***