

EUNICE GIGANTONE POLO

IT PERSONNEL



OBJECTIVES

I'm a dedicated and hard-working person. Dedicated in my duties and responsibilities on the given task to me and hard-working to learn more about my job description. I am willing to work for a company that provides a supportive working environment where I can contribute my innovative ideas in the field of business information technology. I am also able to work with a flexible schedule

CONTACT

☎ 0920-309-8177

✉ mepoloeunice@gmail.com

📍 Bacolod, Irosin, Sorsogon

SKILLS

- Proficient in Microsoft Word, Excel and PowerPoint
- Communication Skills
- WordPress Web Design
- Canva Graphic Design
- Hardware & Software Maintenance
- Basic Networking
- Data Entry

PERSONAL INFORMATION

Age: 23

Sex: Female

Civil Status: Single

Birthdate : September 04, 1999

Citizenship : Filipino

Religion : Roman Catholic

Mother's Name : Marilou G. Polo

Father's Name : Nonito L. Polo

EDUCATION

College (2022)

- **Bachelor of Science In Information Technology**

Computer Communication Development Institute

- **Senior High School (2018)**

Veritas College of Irosin

- **Junior High School (2016)**

Gallanosa National High School

WORK EXPERIENCE

- **Accounting Clerk**

KP Enterprises

- **Encoder (OJT) 2021-2022**

Computer Communication Development Institute (CCDI)

CERTIFICATIONS

- **Computer Systems Servicing NC II**

November 2020 - December 2020

CCDI – Executive Village, Tugos, Sorsogon City

SIGNIFICANT ACHIEVEMENTS AND AWARD

- **Finalist of Ten Outstanding Students of CCDI – 2019**
- **Academic Distinction – 2022**
- **Service Award - 2022**