

**ROZELYN MAY L. BERNARDO****Residential Address:** 1296 Barrio Road Tayuman Binangonan Rizal**Contact No.:** 09451390732**Email address:** [rozelynbernardo@yahoo.com](mailto:rozelynbernardo@yahoo.com)

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**OBJECTIVE:**

To grow as a human being with a sense of responsibility and dignity to conquer the real world; and be able to obtain experiences to continuously improve my skills and career as an individual.

**EDUCATIONAL BACKGROUND:**

<b>College:</b>	<b>Polytechnic University of The Philippines</b> Institute of Technology Anonas St., Sta. Mesa Manila Diploma in Information Communication Technology 2019-2021
<b>Senior High School:</b>	<b>Siena College of Taytay</b> E. Rodriguez Ave., Taytay Rizal Information Communication Technology (Tech-Voc) 2017-2019
<b>Junior High School:</b>	<b>Don Jose M. Ynares Sr. Memorial National High School</b> San Carlos, Binangonan Rizal 2013-2019
<b>Elementary:</b>	<b>God's Creation Christian School Inc.</b> San Carlos, Binangonan Rizal 2010-2013

**SKILLS:**

- Computer literate MS Office (Powerpoint, Word, Excel)
- Knowledge in HTML and CSS
- Proficient communication skills in English and Filipino language
- Typing Speed average of 46 word per minute
- Time Management
- Adaptability

**WORK AND TRAINING EXPERIENCE:****Library Department – Siena College of Taytay**

- Siena College of Taytay
- On-the-Job Trainee
- March 2, 2019

**WBR Entertainment Production Corporation**

- GMA Network Center, EDSA Corner Timog Ave., Diliman Quezon City
- On-the-Job Trainee
- April 3, 2019

**Philippine Statistics Authority**

- Triangle Mall, Antipolo City
- Data Encoder/Machine Processor
- May 30, 2021

**PERSONAL INFORMATIONS:**

<b>Birth date:</b>	May 2, 2001	<b>Age:</b>	20	<b>Sex:</b>	Female
<b>Place of birth:</b>	Pasig City	<b>Religion:</b>	Roman Catholic		
<b>Height:</b>	5'0"	<b>Weight:</b>	70 kg.		
<b>Civil Status:</b>	Single	<b>Citizenship:</b>	Filipino		
<b>Father:</b>	Romulo D. Bernardo Jr.	<b>Occupation:</b>	Company Driver		
<b>Mother:</b>	Zellan L. Bernardo	<b>Occupation:</b>	Assistant		

**CHARACTER REFERENCE:****Mr. Ric Cristian Frias**

Professor  
Siena College of Taytay  
0915894987


**Ms. Polyanna Asilo**

Teacher  
Don Jose M. Ynares Sr. Memorial National High School  
09067852420

**Ms. Melanie Crasco**

Professor  
Polytechnic University of the Philippines  
09081317542

*I hereby certify that all the information provided above is true and correct to the best of my knowledge.*

  
**ROZELYN MAY L. BERNARDO**  
Applicant