DANIELA SIEN MONTECINO GELLADULA

Block 1 Lot 10 Sagrada Familia Village, Bagumbayan, Taguig City
danielasiengelladula@gmail.com

PERSONAL INFORMATION

Gender	Female
Date of Birth	July 25, 2001
Height/Weight	162cm/48kg
Civil Status	Single
Citizenship	Filipino
Religion	Roman Catholic

SKILLS

Technical Skills

- ✓ Strong skills in Microsoft Word, PowerPoint, and Excel
- ✓ Average keyboarding skills (55 to 65 Words-Per-Minute)
- ✓ Average skills in Adobe Photoshop, Premiere, and Wondershare Filmora

Non-technical Skills

- ✓ Good communication skills
- ✓ Ability to work flexibly with others
- ✓ Reliable and committed to the work given
- ✓ Fast-learner. Willing to learn.

OBJECTIVES

To acquire more experience, further knowledge and skills relating to my career path and apply what I have understood from school in an actual industry. I am determined to be an asset of the company throughout my employment.

EDUCATIONAL ATTAINMENT

Polytechnic University of the Philippines Institute of Technology
379 Pureza St., Sta. Mesa, Manila City, Metro Manila
Diploma in Information and Communication Technology
2019-present

Bagumbayan National High School
M.L.Q. St., Bagumbayan, Taguig City, Metro Manila
Senior High School - Accountancy, Business and Management
2017-2019

Bagumbayan National High School
M.L.Q. St., Bagumbayan, Taguig City, Metro Manila
Junior High School
2013-2017

WORK EXPERIENCES

Public Employment Service Office
27 Col. Ballecer St., Taguig City, Metro Manila
Data Encoder
October 22, 2018-November 07, 2018
(80 hours, On-the-Job Training)

I hereby certify that the information written in this document is true and correct.

DANIELA SIEN M. GELLADULA