

Lyka Mae Binongo

IT ASSISTANT

Profile

To secure a position where I can use my skills. Also to continue to learn and grow with a company. Familiar working with computer hardware and software. Able to work independently or as a team player.

Employment History

Data Entry (Summer Job), Angeles P. Vanzuela, Matalom

MAY 2019 – JUNE 2019

- Entered all issued certificates in excel
- Merged data with existing data sets, careful to keep old data sets and documentation.
- Utilized fast and accurate data entry skills.

Education

Elementary, Cahagnaan Central School, Matalom

JUNE 2011 – MAY 2012

Senior High, Saint Joseph College, Maasin

JUNE 2017 – MAY 2018

References

Geraldine Mangmang from CCSIT

geraldine.mangmang@gmail.com

Internships

Data Entry, Maasin

NOVEMBER 2018 – NOVEMBER 2018

- Entered and sum all the earnings for each day.
- Performed data validation.

Details

09107835490
lykamoox@gmail.com

Skills

Ability to Work Under Pressure	<div style="width: 100%;"></div>
Effective Time Management	<div style="width: 90%;"></div>
Fast Learner	<div style="width: 100%;"></div>
Microsoft Office Word	<div style="width: 100%;"></div>
Communication Skills	<div style="width: 100%;"></div>
Microsoft PowerPoint	<div style="width: 100%;"></div>
Microsoft Excel	<div style="width: 100%;"></div>
Microsoft Office	<div style="width: 100%;"></div>

Languages

English	<div style="width: 80%;"></div>
Cebuano	<div style="width: 100%;"></div>
Tagalog	<div style="width: 100%;"></div>