

SARMIENTO KIMBERLY PEÑAFLO

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Highly professional and mature individual with a strong work ethic and a work ethic and a track record of delivering results on time. Seeking a challenging position where I can leverage my extensive experience, reliability, and dedication to contribute to the success of the organization.

SKILLS SUMMARY:

- Been working as a secretary in various companies/enterprises.
 - Can work under pressure.
 - Has strong communication skills.
- Studied Information Technology so I have basic-common knowledge about computers.
 - Flexible can multitask.
- Professionalism
 - Reliability
- Time Management
 - Hardworking
 - Fast Learner
- Extensive Experience
 - Leadership
 - Fluency in English
 - Problem-solving
- Agile Methodologies
 - Collaborative
- Skills Self-Directed

WORKING EXPERIENCE:

Work immersion at Municipality of Sto. Domingo
Secretary/Branch Head at Regasco Corporation
Secretary at New Far East
Freelancer/Junior Developer at Technowiz Enterprise
Medtech Assistant at SmartCare Diagnostic and Polyclinic

EDUCATIONAL ATTAINMENT:**COLLEGE:**

COLLEGE: BS. Information Technology
ARAUULLO UNIVERSITY
2017-2018

SENIOR HIGH SCHOOL:

DOMINICAN HIGH SCHOOL
ACCOUNTING BUSINESS AND MANAGEMENT
2015-2017

SECONDARY:

SOLOMON'S EXCELLENCE ACADEMY SCHOOL
2012-2015

SECONDARY:

EDUARDO L. JOSON HIGH SCHOOL
2011-2012

PRIMARY:

ELEMENTARY: TOMAS JOSON ELEMENTARY
2005-2011

PERSONAL DATA:

AGE: 23
GENDER: Female
WEIGHT: 50kls
HEIGHT: 53cm
CIVIL STATUS: Single
RELIGION: Catholic
BIRTHDAY: October 12, 1999

I hereby and certify that the information is true and correct according to my knowledge and beliefs.

KIMBERLY SARMIENTO

Signature