

ALLIAH JOY G. SAN JOSE

Munting Ilog Silang, Cavite

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CAREER OBJECTIVE:

To apply my knowledge in any related works that offers opportunity for professional growth while contributing my talents and skills in achieving the organizational goals.

PROFESSIONALS SKILLS:

- Good interpersonal skill
- Computer literate (Microsoft Applications, Gmail, Drive, Calendar)
- Well organize and can handle multiple tasks
- Hard worker, quick learner and possess the ability to assume responsibilities
- Work within guidelines and rules and follow job procedures
- Listen and learn from instructions, cooperate and participate in the department's training program
- Expected to work with minimal supervision, has initiative and work safely

EDUCATIONAL BACKGROUND:

Tertiary Education:

Bachelor of Science in Information and Technology

Cavite State University – Silang Campus

2018 – Present

Secondary Education:

Senior High School

General Academic Strand

Munting Ilog National High School Integrated Senior High School

2016 – 2018

Junior High School

Munting Ilog National High School – MAIN

2012 – 2016

PERSONAL INFORMATION:

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|---------------|---|-------------------|
| Age | : | 22 years old |
| Date of Birth | : | December 24, 1999 |
| Height | : | 5'7" |
| Civil Status | : | Single |

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


ALLIAH JOY G. SAN JOSE