

Office Staff/ Database Administrator Office Staff/ Database Administrator Laguna, CA To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with other people. Work Experience Office Staff/ Database Administrator LAV MARKETING - Las Pi as May 2014 to June 2016 Responsibilities I am the one in charge on filing, encoding, and updating data in our system. And also printing of reports of our agents. Skills Used Skills in terms of using my knowledge about computer. I also enhanced my knowledge about it. Office Staff/ Database Administrator 3G Network Mktg. Inc - Las Pi as July 2013 to April 2014 POSITION: Office Staff COMPANY: 3G Network Mktg. Inc. Provincial Distributor of SMART in Las Pi as Education Bachelor of Science in Secondary Education San Pedro College of Business Administration - Laguna, UK 2009 to 2013 Sipocot National High School 2005 to 2009 Skills Microsoft Office (3 years) Links <http://kristymirandilla@yahoo.com> Additional Information SKILLS COMMUNICATION -- Good in written or verbal presentation skills INTERPERSONAL SKILLS -- Able to get along with Other people and accept supervision FLEXIBLE -- Willing to try new things and I am interested in efficiency on assigned tasks

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