

# Peña, Julyza B.

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## Objective

A motivated and personable student pursuing a BS in Information Technology at Far Eastern University Institute of Technology. Eager to join your respectable company in any job position, to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Education

### **ELEMENTARY | 2012 | PAG-ORING NUEVO ELEMENTARY SCHOOL**

- Class Valedictorian

### **HIGH SCHOOL | 2016 | SAN ISIDRO NATIONAL HIGH SCHOOL**

- Class Salutatorian SENIOR HIGH SCHOOL | 2018 |

### **BICOL CENTRAL ACADEMY**

- With High Honors

## Skills & Abilities

### **COMPUTER LITERATE**

- Proficient with MS Word, MS Excel, and PowerPoint
- Management of data
- Good in multi-tasking, critical thinking, planning, and decision-making skills.

### **COMMUNICATION**

- Excellent written and verbal communication skills.
- Confident speaking abilities

## Experience

### **TECH SUPPORT | QUINTEGRAL PHILIPPINES | AUGUST 2021 – DECEMBER 2022**

Identifies, investigates, and resolves users' problems with computer software. Fields support calls, chat, email, and/or other communication from users with inquiries regarding software programming, connectivity, printing, and similar concerns.

### **VIRTUAL ASSISTANT | UPWORK NETHERLANDS | FEBRUARY 2021 – JANUARY 2022**

As a virtual assistant, I was responsible for my client's scheduling of appointments, and making travel arrangements. I was also given excel and powerpoint tasks. Managed database, receiving and transferring data.