**MARY JOY A. BERMEO**

General B6 L8 Somerset Phase 1,Brgy. Navarro Trias, Cavite

Mobile #: 09100767524 / 09065138862

Email Add: joybermeo@gmail.com

**OBJECTIVE:** To obtain a position that will enable to use my experiences, skills, knowledge and ability to work well with people.

**EDUCATIONAL ATTAINMENT**

*College/Tertiary:*

**Computer Arts and Technological College**

Balintawak St. Old Albay, Leg. City

BS in Information Technology

2012- 2016

*Secondary:*

**Daraga National High School**

Daraga,Albay

2008-2012

*Elementary:*

**Estanza Elementary School**

Estanza,Legazpi City

2002-2008

**WORK EXPERIENCE**

**Business Center Agent**

Janury 18, 2017- December 31, 2020

Robinsons Supermarket Corporation

Naga City

* Processing Bills Payment.
* Processing Remittances domestic and International.
* Doing monthly report.
* Manage customer concerns about their payments.
* Manage Customer complaints.

**Cashier**

October 21, 2016 – December 31, 2016

SSMI Las Pinas

**Office clerk (Job order)**

July 2016 – August 2016

Department of Eduaction – Region V

Rawis, Legazpi City

**SEMINARS / TRAININGS ATTENDED:**

**Call Center Training for NCII**

Computer Arts and Technological College

Balintawak St. Old Albay, Leg. City

**IT Training Course**

**(**Graphic Design-Vegas, Photoshop, PREZI Programming-Java)

**IT Congress**

Ibalong Centrum and Recreation, Legazpi City

September 24 2015

**ON – THE- JOB TRAINING**

**Phillipine Statistic Authority**

Legazpi City

April 2015 – October 2015

**SKILLS:** Good Communication Skills, Flexible and Computer Literate.

**PERSONAL DATA**

Date of Birth : July 24, 1995

Place of Birth : Legazpi City

Civil Status : Single

Sex : Female

Citizenship : Filipino

Height : 5’3

**CHARACTER REFERENCES**

Available once request.

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

**MARY JOY BERMEO**

*Applicant*