

JUDY ANN P. VINLUAN

16. P. Gregorio St. Brgy, Lingunan, Chateau Valenzuela City
09551426940
judyannvinluan25@gmail.com



OBJECTIVE:

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

EDUCATION:

TERTIARY

2013 - 2017

STI ACADEMIC CENTER

Bachelor of Science in Information Technology

SECONDARY

2008 - 2012

DALANDANAN NATIONAL HIGH SCHOOL

High School Diploma

SKILLS:

- Proficient in Oral Communication in English and Filipino
- PC Troubleshooting
- Organized in Filing System
- Proficient in MS Office Application
- Can do Multi-tasking
- Works dynamically and productively
- Can work under pressure
- Knows what to prioritize
- Dedication and drive as hardworking individual
- Creative , flexible and ability to adapt in different situation
- Self motivation

CHARACTER REFERENCES:

Mrs. Divine Masters

Chateau Lingunan Condominium Office
Billing Admin Staff
09235067713

Mr. Arvin Carael

Chateau Valenzuela
Lawyer
09107426528