

ARLENE M. LOYOLA

Blk.17 Lot 10 Comp.1 Sitio Kabatuhan Gen. T. De Leon
Valenzuela City
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OBJECTIVE

I am looking for a suitable job where I could use and enhance my knowledge and developed my personality while utilizing my skills.

EDUCATION

TERTIARY

2013 – 2017

STI COLLEGE CALOOCAN

Bachelor of Science in Information Technology

2009 – 2011

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Information Communication Management Technology

2nd Year Undergraduate

SECONDARY

2005 – 2009

GEN. T. DE LEON NATIONAL HIGHSCHOOL

High School Diploma

WORK EXPERIENCES

December 12, 2016 – March 10, 2017	Sutherland Global Services (GTI) Shaw Boulevard Mandaluyong City	On-The-Job Training
October 7, 2014 – January 27, 2015	Jollibee Foods Corporation Malinta Valenzuela City	Counter
January 16, 2013 – June 15, 2013	ISETANN Department Store C.M. Recto	Cash Register Clerk
November 29, 2012 – December 29, 2012	ISETANN Department Store C.M. Recto	Cash Register Clerk
November 22, 2011 – April 21, 2012	SM Hypermarket Main Ave. Cor. EDSA Cubao	Cashier

SKILLS

- Attention to detail and precision, solid work ethics concerning meeting deadlines and reliability.
- Self-motivated initiative, high-level of energy.
- Organization and prioritization skills.
- Knowledge of Adobe Flash, Microsoft Visio And Microsoft Offices
- Knowledge of programming language: JAVA, C#, HTML and PHP

CHARACTER REFERENCES

Lorena Todoc Calauod

STI College Caloocan, Professor
Bagong Barrio Caloocan City
09351909964

Marc Ardie Ardiente

STI College Caloocan, Professor
Vicencio St. Niugan Malabon City
09063408461