

GLAIZA G. DIMANARIG

16B Los Martirez St. San Jose, Navotas City
Contact#: 09307856786
Tel. #: 921- 8330
Email: glaizadimanarig@gmail.com



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATIONAL BACKGROUND

TERTIARY

2013-2017

STI COLLEGE CALOOCAN

Bachelor of Science in Computer Science

SECONDARY

2009-2012

SAN PASCUAL NATIONAL HIGH SCHOOL

High School Diploma

WORK EXPERIENCE/OJT

February 1, 2016 – April 30, 2016

Asian Terminal Incorporated

@HR Department

-Data Encoder

-Assisting telephone calls

-Assisting applicants

SKILLS AND ABILITIES

- Hard worker, quick learner, and ability to assume responsibility
- Knowledge of computer software packages
- Tolerant and flexible, adjusts to different situations
- Having excellent grade in other subjects

Computer Skills

- Knowledge using Visual Basic 6.0
- Knowledge using HTML
- Microsoft Package (Ms Word, PowerPoint, Excel, Access)
- Video Editing

EXTRA-CURRICULAR ACTIVITIES

2010	District Meet Volleyball Women Silver Medalist
2014	Volleyball Women Sport fest Bronze Medalist
2014	Tagisan ng talino (Essay does it)

CHARACTER REFERENCES:

1st Engr. Arnel T. Gailo
Fairview Shipping Lines
San Jose, Navotas City
09186002039