

SUSAN MAY L. ROLLAN

18 Balite Calumpit Bulacan
09427948145
susanmayrollan@gmail.com



OBJECTIVE

Seeking a challenging opportunity where I will able to utilize my skills, and ability to work well with people, which will allow me to grow personally and professionally.

EDUCATIONAL BACKGROUND

TERTIARY

2013 – 2017

STI ACADEMIC CENTER-CALOOCAN

Bachelor of Science in Computer Science

SECONDARY

2009 - 2013

CALUMPIT NATIONAL HIGH SCHOOL

High School Diploma

WORK EXPERIENCE

2016

Asian Terminals Incorporated

HR Assistant

Data Encoder

Assisting Telephone Calls

Compiling and updating employee's

Record (Hard and Soft Copy)

SKILLS AND ABILITIES

- Beginner in using Visual Basic 6.0 and Basic Java
- Knowledge in using Micro Assembler
- Beginner in using HTML
- Beginner in Microsoft package (Ms Word, Power point, Excel)
- Knowledge in Video Editing using Power Director
- Enjoy working with people
- Hard worker, ability to assume responsibility
- Be able to stay calm in difficult situation
- Able to express oneself clearly
- Able to adapt oneself in new surroundings

CHARACTER REFERENCES:

Johny Valentine

Brgy. Captain- Balite Calumpit Bulacan
09328914592