

# ELAINE JOYCE MANALO

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📍 Prk. Masagana 2 Brgy. Talao-Talao, Lucena City



## ABOUT ME

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*Age* : 20 years old

*Sex* : Female

*Civil Status* : Single

*Height* : 5'4

*Weight* : 47 kg

*Date of Birth* : February 5, 2003

*Place of Birth* : Lucena City, Quezon

*Language* : English/Filipino

*Nationality* : Filipino

*Religion* : Roman Catholic

## SKILLS

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- Basic computer literacy skills
- Organizational skills
- Strategic planning
- Amenable to work in shifting schedules
- Time-management skills
- Multi-tasking skills
- Creative

## OBJECTIVES

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Looking for a position in a professional environment where I can utilize my education, experience, work ethic, skills, and my capabilities along with my passion for continuous learning, to make contribution for the company's success.

## EDUCATIONAL BACKGROUND

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### ○ COLLEGE EDUCATION

Bachelor of Science in Information Technology  
Dalubhasaan ng Lungsod ng Lucena  
Lucena City, Quezon | 2021-present

### ○ SENIOR HIGH SCHOOL

Science, Technology, Engineering, and Mathematics  
Maryhill College  
Lucena City, Quezon | 2019-2021

### ○ JUNIOR HIGH SCHOOL

Lucena Dalahican National High School  
Lucena City, Quezon | 2015-2019

### ○ ELEMENTARY EDUCATION

Talao-Talao Elementary School  
Lucena City, Quezon | 2009-2015

## WORK EXPERIENCE

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### 2021

Previously work experience in Super Value Inc.  
Cashier | SM Lucena City, Quezon