



JAMELA CORDA



GRAPHIC DESIGNER



WORK EXPERIENCE

Assistant Encoder | SBK Construction Inc.

- Gained hands-on experience in MS Word and Google Sheets,
- Assisted in inputting and organizing data into the company's system—the workers' time-in and out, and their workloads.
- Ensures my works' accuracy and efficiency.



EDUCATION

ELEMENTARY SCHOOL

Cantil-e Elementary School

JUNIOR HIGH SCHOOL (COMPLETED)

COMPUTER SYSTEM SERVICING (CSS — SHS)

Dumaguete City National High School

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (CURRENT)

Metro Dumaguete College



PERSONAL SKILL

Patience



Leadership



Adaptability



ABOUT ME

I am currently pursuing a Bachelor of Science in Computer Science at Metro Dumaguete College and have a strong foundation in technical skills and digital marketing. I have worked as a Assistant Encoder at SBK Construction Inc. where I honed my skills in MS Word, Google Sheets, and data management. I am dedicated to accuracy and efficiency in all aspects of my work. I am passionate about leveraging my skills to drive results and ensure client satisfaction.



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