



**GERLA H. FAJARDO**

## OBJECTIVES

Dedicated and enthusiastic about seeking a position in a company where I can kickstart my career and build a valuable skill set. Seeking an opportunity to secure a position where I can use my skills effectively.

## CONTACT

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Sta. Rosa, Laguna

gerlafajardo.github.io/Gf-Portfolio/

## KEY SKILLS

- Data Entry
- Database Management
- Microsoft Office
- Programming
- Computer Literate
- Willingness To Learn

## ACHIEVEMENTS

- **CUM LAUDE (2023)**  
*PUP Lopez*
- **WITH HONOR (2019)**
- **BEST IN VISUAL GRAPHICS DESIGN (2019)**  
*PIAT GUMACA*
- **CONSISTENT HONOR STUDENT**  
*Elementary to High School*



## EXPERIENCES

### PRODUCTION ENGINEERING CLERK/STAFF – HIRATA PRECISION PHILIPPINES, INC. (BIÑAN, LAGUNA)

*FEB. 2024 – AUG. 2024 (6 MONTHS)*

Monitoring and encoding data, inventory, and information of items, office supplies, machines, tooling, attendances, and other monitoring in our department. Creating documentation such as Work Instructions, QCPC, and other customer-required documents; and forms such as Purchase Order, Document Change Notice, Manufacturing Change Notice, etc. Providing support on production processes in terms of producing new sample products such as Hand Processing, Delivery Preparation and Communicating with other departments.

### VIRTUAL APPOINTMENT SETTER (TRAINEE) – CONNECTRAMPH (STA. ROSA, LAGUNA)

*DEC. 2023 – JAN. 2024 (1 MONTH TRAINING)*

Providing customer service by setting appointments for international clients through cold calls and emails.



## EDUCATION

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES, LOPEZ BRANCH

2019 – 2023

### TVL – INFORMATION AND COMMUNICATION TECHNOLOGY

PHILTECH INSTITUTE OF ARTS AND TECHNOLOGY, GUMACA BRANCH

2017 – 2019



## CERTIFICATIONS

### CUSTOMER RELATIONSHIP MANAGEMENT – NOV. 2023

Certificate of completion to free online course provided by Great Learning Academy

### DIGITAL LITERACY TRAINING: INTRODUCTION TO DATA ANALYTICS; AND INTERNET MEDIA AND INFORMATION LITERACY TRAINING; AND 3-DAY DIGITAL LITERACY TRAINING: WEBSITE AND MOBILE APP CREATION – JAN. 2023

Certificate of Participation via zoom held by Department of Information and Communications Technology

