

MEL ARSENAL

SL – 011, SITIO LOURDES, JAGOBIAO,

MANDAUE CITY, CEBU 6014

09339227238 / 238-6185

deathly\_hallows024@yahoo.com

**OBJECTIVE**

I am looking for a suitable job and opportunity where I could practice my knowledge and develop my personality as a career person while utilizing my skills. To bring out and harness the best of my potentials for the glory of God and for the benefit of my employer, the community and myself in preparation for the future advancement to the top management.

**PERSONAL DETAILS**

**Date of Birth:** September 24, 1989

**Languages:** English, Filipino

**Citizenship:** Filipino

**EXPERIENCE**

**HOME BASED JOBS:**

* **Data Entry Personnel**

Babyhaven.com

January 29, 2013 – April 26, 2013

* **Data Entry Personnel**

Lafazia Marketing

September 15, 2012 – September 26, 2012

* **Web Researcher / Data Entry Personnel**

Zack Cooper – Independent Employer

September 13, 2012 – October 10, 2012

* **Virtual Assistant**

Jeffrey Benson – Independent Employer

July 17, 2012 – August 14, 2012

**SKILLS**

**Designing Software**

* Adobe Photoshop

**Web Designing**

* Adobe Dreamweaver
* HTML
* CSS
* Basic JavaScript
* Basic jQuery

**Animation Software**

* Adobe Flash

**Oriented in Microsoft Office such as:**

* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint

**PERSONALITY TRAITS**

* Ability to work as part of a team as well as independently.
* Adoptability to a new environment.
* Commitment towards assigned work and responsibilities.
* Good communication skills.
* Keen eye for details.

**EDUCATION**

**ACLC College of Mandaue – Northpoint Business Center, MC Briones St., Mandaue City**

Diploma in Web Application Development (2011-2013)

* Best in Web Designing
* Best in Special Project (Enred Floating Paradise and Resort with Online Booking)

**On-The-Job Training – TM Laserland Trading, Bag-ong Dan, Consolacion**

**Saint Louis School of Mandaue – Sudlon, Maguikay, Mandaue City**

Secondary Education (2002-2006)

**REFERENCES**

**Maria Editha Montesa**

Barangay Captain

09478242792

**Med Andrew Masagca**

TM Laserland Trading – Proprietor

09228639964

**Raymund Niño Pacifico**

ACLC College of Mandaue – IT Instructor

09434410119