

Kathleen Joyce Cuizon Carmona

Bankal, Lapu-Lapu City

09322880197

kathleen.radical@gmail.com



Skills and Abilities:

- Strong oral and written communication and skills
- Oriented in Microsoft Office Applications such as Microsoft Word, Microsoft Presentation, Microsoft Excel and Microsoft Access
- Capable of creating and editing a video, picture, files and presentation using different Microsoft Windows applications
- Basic PHP, HTML, CSS and Javascript
- Multimedia Skills using Corel draw, Adobe Photoshop, Adobe Flash Professional, Adobe Illustrator, Adobe After-Effects, Adobe Premiere and Sony Vegas
- Proper SEO
 - Article submission,
 - Content Sharing,
 - Blog Commenting,
 - Social Bookmarking, and
 - Linkbuilding

Qualities:

- Organized, accurate and detail-oriented
- Versatile and hard working individual
- Optimistic and motivated
- Exposed and interacted with a wide variety of personality
- Ability to advance to a higher job levels with actives efforts toward self –development and advancement

Education:

Tertiary Education:

- University of San Carlos, Nasipit, Talamban
Bachelor of Science in Information and Communication Technology
2010-2014

Secondary Education:

- St. Alphonsus Catholic School, Poblacion, Lapu-Lapu City
2006 – 2010

Primary Education

- St. Joseph School, Mactan, Lapu- Lapu City
2003 – 2006

- St. Alphonsus Catholic School, Poblacion, Lapu- Lapu City
2002- 2003
- Asian Learning Center, Sangi Rd., Pajo, Lapu-Lapu, City
2000-2002

Experience:

- **OJT in SEO Marketing in Capitol Site, Cebu City last April 2013**
 - Article submission,
 - Content Sharing,
 - Blog Commenting,
 - Social Bookmarking, AND
 - Linkbuilding
- **OJT IN Radical Ads- North as graphic designer and web content writer**
 - Article writing for artistabai.com and cebuprintingservices.com

Trainings/Seminars Attended:

- **Work Ethics**
1st of March, 2013
University of San Carlos-Talamban Campus
Nasipit Talamban Cebu City
- **OJT Talk**
15th of March, 2013
University of San Carlos-Talamban Campus
Nasipit Talamban Cebu City
- **9th PSITE 7 ICT STUDENTS CONGRESS 2013**
5th of March 2013
Cebu Institute of Technology University
N. Bacalso Ave, Mambaling

(References available upon request)