

# Janela R. Daculong

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## CAREER OBJECTIVE

Seeking to leverage proven achievements, working knowledge of methodology and experience implementing service-oriented architectures and web services into the open role at your company while possessing impeccable written and verbal communication skills and excellent interpersonal skills.

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## PROFESSIONAL EXPERIENCE

### RVO MIND AND SKILLS LEARNING AND DEVELOPMENT CENTER

*Marketing Assistant, Jan 2021 – May 2021*

- Responsible in marketing prospect students and instructors through the use of social media platform.
- Making posters and flyer layouts for advertisements and company use.
- Confer with prospect students and instructors to discuss qualifications, leaning approach and fees involve.

### KRT INTERNATIONAL TRAINING CENTER

*Korean Language Instructor, June 2019 – May 2021*

- Responsible in teaching Basic Korean Language to students who wants to work in Korea.
- Making grades and different teaching techniques for quick understanding.
- Flexible schedule whenever there are students available for 13 weekdays or 6 Sundays.

### ASSI FRESH PLAZA INCORPORATED

*Store Aide / Secretary, Feb 2019 – May 2019*

- All around position which involves cashiering customers' retail and bulk transactions, refilling of stocks inside the selling area, receiving delivery of products and displaying store promotions.
- Responsible for ordering list of products every other day.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

### JOLLIBEE FOODS CORPORATION

*Administrative Cashier, April 2014 – Feb 2015*

- Operating point of sale system, cashiering and giving customer service.
  - Responsible for cashier funds, daily sales reports, depositing of daily sales and cashier's transaction documents.
  - Awarded as Most Improved Service Crew
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## **ADDITIONAL SKILLS**

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Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint  
Knowledgeable in Java Programming Language  
Understand Basic Korean and knows how to read and write Hangeul

## **EDUCATION**

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**LAGUNA STATE POLYTECHNIC UNIVERSITY, Los Baños, Laguna**  
*Bachelor of Science in Computer Science, August 2015 – July 2022*

**UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA, Calamba, Laguna**  
*Bachelor of Science in Computer Science, July 2013 – March 2014*

**LOS BAÑOS COMMUNITY NATIONAL HIGH SCHOOL, Los Baños, Laguna**  
*Secondary Level, June 2009 – March 2013*

## **AWARDS AND HONORS**

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Fist Honorable Mention in High School (Batch 2012-2013)  
Top 8 University Dean's Lister 1st Semester (2013)  
MTAP qualifier by Cluster level (2011 and 2012)  
Municipal Scholar (2010-2012)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**JANELA R. DACULONG**