

AERIEL KRISHIA MARTINEZ ATIJERA

Block 26-A Lot 25 Phase 4 Southville 9, Brgy. Pinugay, Baras, Rizal

Email: arielatijera.19@gmail.com

Contact No.: +63918-513-3819 / +63997-402-7708



CAREER OBJECTIVE:

Seeking an entry-level position to begin my career in a high-level professional environment.

PERSONAL INFORMATION:

Date of Birth	:	August 19, 2002
Place of Birth	:	Pasig City
Age	:	21 years old
Civil Status	:	Single
Citizenship	:	Filipino
Height	:	5’5”
Weight	:	46 kg.
Religion	:	Christian
Father’s Name	:	Ariel P. Atijera
Mother’s Name	:	Maria Kristina M. Atijera

SKILLS:

- Fast and accurate typing (50wpm typing speed)
- Attention to detail
- Written and verbal communication
- Productive and organized
- Computer literate
- Quick to grasp new concepts and technologies
- Knowledgeable in front-end web development
- Knowledgeable in basic graphic designs using Photoshop and Canva
- Efficient in Microsoft Office and Google Workspace Apps

EDUCATIONAL ATTAINMENT:

Tertiary	AMA Computer College – East Rizal Bachelor of Science in Information Technology Mayamot, Antipolo City, Rizal 2020 – present <ul style="list-style-type: none">• President’s Lister awardee on 2023 with a GWA of 1.05.• President’s Lister awardee on 2022 with a GWA of 1.29.• Dean’s Lister awardee on 2021 with a GWA of 1.29.• Thesis/Capstone Project: Web-Based Management System for ATF Builders Construction Supply with SMS Notification
Senior High School	TekSquad Institute of Information Technology TVL-ICT Baras, Rizal 2018 – 2020 <ul style="list-style-type: none">• Ranked in the top 7 of the class during the first quarter of 2020 and the second semester of 2019.

- Attained the Top 1 rank in the class during the first semester of 2019 with a general average of 89.89%.

Junior High School

Baras-Pinugay Phase 2 National High School
Baras, Rizal
2014 – 2018

Primary

Buting Elementary School
Buting, Pasig City
2008 – 2014

WORK EXPERIENCE:

- **Assistant Manager (Family Business)**

Ishi PC Computer Rental | Baras, Rizal
2018 – 2022

Duties and Responsibilities:

- Printing, editing and typing documents using MS Word, MS Excel, and Google Docs (Data Entry)
- Doing basic graphic designs using Adobe Photoshop and Canva (e.g.: virtual/printed invitation cards, certificates, product label, election flyers and banners, etc.)
- Preparing, organizing, and storing information in paper and digital form
- Scheduling appointments for clients

- **Note Taker (*Part-time / Homebased*)**

Beehive Support Services, Inc. | Main Office: Baguio City, Benguet
Nov. 9, 2022 – January 26, 2023

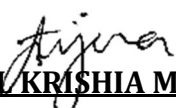
Duties and Responsibilities:

- Preparing bulleted notes from pre-recorded classes of students with learning disabilities
- Comprehensive summaries of audio recordings from schools across US and Canada

TRAININGS ATTENDED:

- K12 Preparatory Training: Photo-editing with Photoshop (TVL: ICT Track)
TekSquad Institute of Information Technology
May 8, 2018 – May 11, 2018

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


AERIEL KRISHNIA M. ATIJERA
Applicant