

# Rona Jean M. Adona

Blk 23 Lot 44 Belmont Homes Brgy. Halang Naic, Cavite

ContactNo: 09924710212

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## OBJECTIVES:

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To seek a position in your company where I can practice my skills and talent.

## EDUCATIONAL ATTAINMENT:

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College	:	Cavite State University - CCAT CV38+C99, Rosario, Cavite
Course	:	Bachelor of Science in Information Technology
School Year	:	2022-2024
Secondary	:	Tanza National Trade School 325-b Tanza - Trece Martires Rd
School Year	:	2020-2021
Secondary	:	San Lorenzo Ruiz Senior High School Kaalinsabay St, Brgy. Manggahan, Pasig City
School Year	:	2019-2020

## PERSONAL INFORMATION:

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Age	:	21 years old
Gender	:	Female
Civil Status	:	Single
Weight	:	116 lbs.
Height	:	5'2
Citizenship	:	Filipino
Religion	:	Roman Catholic

## SKILLS:

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- Problem solving
- Adaptability
- Time management
- Active listening
- Effective Communication
- Patience and empathy
- Written and Verbal communication skills
- Ability to work as part of a team
- Knowledge in MS Word