

Mark Christopher A. Perez

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OBJECTIVE

To be involved in a more challenging task within the business setting or environment that would enhance my skills as well as to develop my personality in dealing with other people.

EDUCATION

AMAOED Online Education

Bachelor of Science in Information Technology

2023 - Present

International School of Hotel and Restaurant Management

Ladderized Graduate of Hotel and Restaurant Management (2 Year Course)

2012

Emilio Aguinaldo College Manila

Bachelor of Science in Nursing (Undergraduate)

2006

St. Benedict Academy of Cavite

Primary - Secondary

2003

EXPERIENCE

DSV Air & Sea Inc.

Parañaque City, Manila

Business Support Specialist

June 2020 - September 2023

- Purchased Order Management Process
- Booking Creation of Air, Sea, Rail and Road Freight
- Documents Retrieval
- Email Management

Philippine Statistics Authority (Part Time)

Pasay City, Manila

Statistical Researchers

May 2010 - February 2019

- Census Area Supervisor
- Interviewing Respondents of Area Assigned
- Checking of data information from Area Enumerators

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Aling Tonya's Seafood Restaurant

Laspiñas City, Manila

Kitchen Assistant

June 2012 - April 2016

- Assist in Food Preparation
 - Cleaning and Sanitation
 - Organizing Kitchen Tools and Equipments
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TOOLS PROFICIENCY

- | | | | |
|--------------------|----------------------|-----------------|-------------|
| • Microsoft Office | • Visual Studio Code | • Go High-Level | • Canva |
| • Google Workspace | • Capcut | • Adobe | • Basic CMD |
| • Cargowise One | • CHATGPT | | |

CERTIFICATIONS

- | | |
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| <ul style="list-style-type: none">• Welcome to DSV panalpina : DSV Air & Sea Inc.
July 18, 2021• DSV Modern Workplace : DSV Air & Sea Inc.
July 18, 2021• General Virtual Assistance Training : Pro VA
March 9, 2024• Google Sheets - The Complete Google Sheets Course : Udemy
March 19, 2024• Advanced Excel Techniques Conquer | <ul style="list-style-type: none">• Excel On A High Level : Udemy
March 30, 2024• Technical Support Fundamentals : Coursera
March 31, 2024• Adobe Premiere Pro Video Editing Basics to Master : Coursera
April 4, 2024• Operating Systems and You – Becoming A Power User : Coursera
April 24, 2024• Go High-Level Webinar : Home-Based Connect
August 27, 2024 |
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REFERENCES

Ronnie Gilongos

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Philippine Statistics Authority

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Team Supervisor

Parañaque City, Manila

Chief Legal Officer

Imus City, Cavite

Statistical Specialist II

Quezon City, Manila