

MAGNO, ALMIRA GONZALES

Brgy. San Pedro Sto. Tomas, Batangas Philippines
Mobile No.: 09305862973
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CAREER OBJECTIVE

To be in a position where I can maximize my skills and potentials as a productive and active individual giving quality performance at all times for the attainment of the goal of the organization I aim to be part of.

PERSONAL PROFILE

BIRTHDATE: December 12, 2002
BIRTHPLACE: San Pedro Sto. Tomas, Batangas
CIVIL STATUS: Single
CITIZENSHIP: Filipino

HEIGHT: 5'5
WEIGHT: 39 kg.
SEX: Female
RELIGION: Roman Catholic

SCHOLASTIC BACKGROUND

**Polytechnic University of the
Philippines-Sto Tomas**
City of Sto. Tomas Batangas
***Bachelor Science in Information
Technology***
College
2021-Present

Tanauan Institute Inc.
Tanauan City Batangas, Philippines
Computer System Servicing
Senior High School
2018-2021

San Pedro National High school
San Pedro Sto. Tomas, Batangas, Philippines
Secondary Education
2015-2018

San Pedro South Central School
San Pedro Sto. Tomas, Batangas, Philippines
Kindergarten and Primary Education
2009- 2015

SUMMARY OF QUALIFICATIONS

- Can work in a team environment
- Excellent written and verbal communication skills.

Proficient in the use of the following software applications:

- Microsoft Office
 - Microsoft PowerPoint
 - Internet Explorer
 - Adobe Photoshop CS6
 - Adobe Illustrator CS6
 - Windows Media Maker
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A W A R D S

National Certificate II
Technical Education and Skills Development Authority
Computer System Servicing
February 2019

R E F E R E N C E S

Ms. Darlyn May Guinto
Accountant
Darasa Tanauan City
Mobile No: 09296664548

Ms. Darlyn Austria
Doctor
San Pedro Sto Tomas Batangas
Mobile No: 09173177732

I hereby declare that all the information stated above is true to the best of my knowledge and belief.

Almira G. Magno
Applicant