

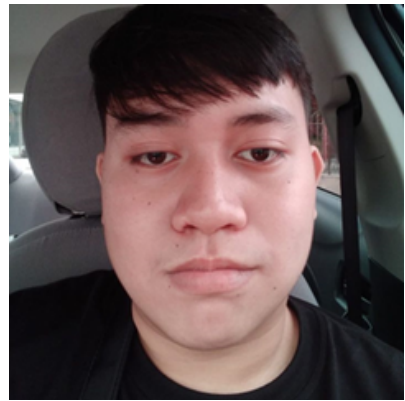
# HERMANN NOEL L. BANAC

## BS INFORMATION TECHNOLOGY

📍 Villa Paraiso Subdivision, Visayan Village, Tagum City

☎ 09652674648

✉ noelbanac04@gmail.com



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## CAREER OBJECTIVES

Seeking a position within a forward-thinking organization committed to fostering career growth and development. Eager to leverage my skills in communication and customer service to contribute to the company's success while seizing opportunities for advancement and continuous learning.

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## CERTIFICATE

- Jobstart Philippines 10-Day Life Skills Training
- Call Center 20-Day Technical Training
- VA Training PH 4-Day Training Workshop

## SKILLS

- Basic computer literacy skills
- Multitasking skill
- Organizational skills
- Time-management skills
- Verbal and written communication skills
- Adaptability skills
- Layout Designing skill
- Competent in Microsoft Office Applications

## REFERENCE

Mellany Cenita

CEO | E.comm Virtual Assistance Services

mellanycenita@gmail.com

## EDUCATIONAL BACKGROUND

### Bachelor of Science in Information Technology

UM Tagum College | 2022 - Present

### Senior High School

Humanities and Social Sciences (HUMSS)

Tagum City National High School | 2020 - 2022

### Junior High School

Tagum City National High School | 2016 - 2022

### Elementary

Magugpo Pilot Imelda Elementary School - SPED Center | 2016 - 2022

## WORK EXPERIENCE

E.comm Virtual Assistance Services | July 2023 - January 2024

- Make outbound sales calls
  - Understand customer needs
  - Present products/services
  - Close sales
  - Ensure customer satisfaction
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