



BERNABE, JEREMY

CONTACT DETAILS

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Address: 17 Kalachuchi St.
Western Bicutan, Taguig

OBJECTIVE

To obtain a position where I can apply my skills such as attention to detail, and ability to manage multiple tasks efficiently.

PROFILE

Age: 23

Gender: Male

Date of Birth: November 25, 2000

Place of Birth: Pasig City

Marital Status: Single

Nationality: Filipino

Language: English and Tagalog

Religion: Catholic

CERTIFICATIONS

1. Introduction to Cybersecurity Fundamentals
2. Introduction to Data Analysis using Microsoft Excel
3. Introduction to Microsoft Excel

EDUCATIONAL BACKGROUND

Philippine Technological Institute of Science Arts and Trade Central Inc.

Information Communication Technology – SHS
2017 – 2019

General Mariano Alvarez Technical High School

2013 – 2017

San Gabriel II Elementary School

2007 – 2013

WORK EXPERIENCE

Outsource Asia International Multi-Purpose Cooperative

Production Crew

March 2024 – June 2024

Choice Service Providers Inc

Credit Card Specialist

June 2023 – September 2023

Kabraso Multi-Purpose Cooperative

Production Operator

November 2020 – July 2021

7/11

Sales Area Maintenance

April 2019 – December 2019

ON THE JOB TRAINING

Bulihan National High School

Office Staff

December 2018 – March 2019

SKILLS

- Computer Literate (e.g. MS Word & Excel)
- Basic Computer Troubleshooting
- Data Entry
- Basic English Skills
- Sales Inventory
- Customer Service