**Sheena Ymas- Chua**

*Brgy.Ipil, Ormoc City*

*+639(2036482210) / +639(394162290)*

*shenix\_08@ymail.com*

**OBJECTIVE:**

Being a useful part of well-reputed organization to enhance my skills in order to accept the challenges, through my professional experience.

**SUMMARY OF QUALIFICATIONS:**

* STI College- Ormoc graduate with the degree of Bachelor of Science in Information Technology.
* Proficiency in various programs and software applications.
* Consistently recognized for finding and resolving problems, using technical and communications skills.
* Flexible willing to undergo training and can work under pressure.

**EDUCATION:**

June 2007- April 2008 **STI College- Ormoc**

June 2010- April 2013 Ormoc City Campus

Bachelor of Science in Information Technology

**TECHNICAL SKILLS:**

* Programming Languages: C++, VB, Java, HTML, PHP
* Software Applications: Microsoft Office Applications, Adobe Photoshop, Macromedia Dreamweaver, Macromedia Flash, XAMPP, Windows Movie Maker
* Database: Microsoft access, MS SQL Server 2000, Database Sql Command, MySql

**WORK EXPERIENCE:**

**EzeLogeek Computer Institute**

Juan Luna St., Bato, Leyte

From January to June 2014

*Part-time Instructor*

* Introduced basic computer, keyboard, and internet skills to students.
* Responsible for monitoring students accounts, installing programs and changing passwords,
* Conducted computer classes and maintained the computer lab.
* Organized computer related activities to improve student’s interest level and knowledge of computers.

*Registering officer*

* Responsible for dealing with general inquiries relating to the regulation of registration of students.
* Processing registration enter applications and retention forms, including entering and amending registrants

**Alpha Insurance and Surety Company Inc.**

Cor., Real Lopez Jaean Rizal St., Ormoc City

From May ‘13 to January 2014

*Office Personnel*

* Issue insurance policy, authenticating and validating it online.
* Establish and maintain effective working relationships with employees, applicants and others contacted through work.
* Use a computer or terminal to assemble, input, prepare, and print a variety of data, documents and reports
* Interact with customers to provide information in response to inquiries about insurance and services and to handle and resolve complaints.
* In charge of paying the bills and monthly contribution (e.g.SSS, PhilHealth, Pag-ibig, BIR taxes).

**Gaisano Capital- Ormoc**

Cor., Real Lopez Jaean Rizal St., Ormoc City

From December ’09 to June 2010

*Cashier*

* Assist customers with buying decisions when required.
* Balance all transaction at the end of the day for cash reconciliation.
* Established or identified price of goods using electronic or other cash register.
* Received and processed payments by cash, check, credit card and automatic debit.
* Wrapped and placed purchased goods in bags
* Provided information to customers and guests

**Jollibee Food Corporation- Ormoc Branch**

Cor., Real Aviles St., Ormoc City

From August ’08 to April 2009

*Service Crew*

* Greet customers on arrival.
* Take orders and inform customers of new deals and upsizing option.
* Clean and stock customer eating areas and equipment.
* Deliver order information to kitchen and ensure order is filled correctly.
* Transfer supplies and equipment between storage area and work areas.
* Assist in the kitchen as substitute when available.
* Trace and maintain inventory.

**IT EXPERIENCE:**

**Sales and Inventory System for Y & B Birthstones and Jewelries (Thesis/IT Special Project)**

Language: Visual Basic Database: Mysql

Position: Team Member Date Of Development: August- October 2012

**Online Marketing Monitoring System with Inquiry for Sti College- Ormoc (IT Project)**

Language: Php Database: Mysql

Position: Team Member Date Of Development: July- October 2013

**REFERENCES:**

1. **Mrs. Ma. Jessa Camiog**

Marketing Director Ezelogeek Computer Institute

Bonifacio St., Ormoc City

+639(299680698)

1. **Engnr. Amado Rey Salvame**

Manager/ Proprietor Ezelogeek Computer Institute

Bonifacio St., Ormoc City

+639(1543778033)

1. **Mr. Armando Go**

Manager Alpha Insurance

Cor., Real Lopez Jaean Rizal St., Ormoc City

+639(225139163)

**SHEENA Y. CHUA**

Applicant

April 7, 2015

The Personnel Head

Dranix Distributors Inc.

Brgy. Ipil, Ormoc City

Sub: Application for a Suitable Position in Your Company

Dear Sir/Madam,

This letter is in reference to the vacancy in your company. I heard from a reliable source about the new job openings and I had also read it on the post advertise at the company’s premises.

I have completed my Bachelors Degree in Information Technology from the esteemed STI College- Ormoc. I have done 4 months attachment at EzeLogeek Computer Institute as a Part-time instructor and a registering officer where in I development my interpersonal and management skills. In addition I was also employed at Alpha Insurance and Surety Company Inc. as an office staff, where in I involved in report generation and documents preparation. Furthermore, I had an experience in cashiering at Gaisano Capital Ormoc and as fast food crew at Jollibee Ormoc.

Knowing the urgency of work pressure and meeting with specific timeframes, I can work with full enthusiasm and meet deadlines. I have the capability to work independently or as a team and carry out tasks relevant to my qualifications and experiences. Consequently I also possess strong interpersonal communication, planning, software development skills and am a result oriented person.

I hope to meet you personally and discuss the contributions that I can make in your company. I have attached a copy of my curricula vitae and will provide you with all due references on request. You can reach me anytime at 09203648821/ 09394162290 or my email shenix\_08@ymail.com.

I look forward to meeting you in person and talking about the employment opportunity at length.

Yours faithfully,

SHEENA Y. CHUA