

Fatima A. Gumelac

Freelancer (virtual assistant)



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gumelacfatima@gmail.com



Poblacion Bindoy Negros Oriental

CAREER OBJECTIVES

- To find a career where I can enhance and contribute my skills and ability in the actual work.
- To apply my knowledge and skills to your institution for your growing search for excellence.

PERSONAL INFORMATION

Age: 28 y/o
Birth Date: October 26, 1995
Birth Place: Poblacion, Bindoy City
Citizenship: Filipino
Civil Status: Single
Height: 5'10"
Weight: 56kg
Religion: Roman Catholic

EDUCATIONAL BACKGROUND

● Tertiary

**Bachelor of Science in Business Administration
Human Resources Development Management**

Negros Oriental State University (Campus II)
Bais City, Negros Oriental

● Tertiary

**Bachelor of Science in Computer Science
Negros Oriental State University (Main Campus)**

Dumaguete City, Negros Oriental
(1stsem.Shifty, Undergrad.)

● Secondary

**DLANSH (Demetrio L. Alviola National(Memorial)
High School)**

● Elementary

Bindoy Central Elementary School
Bindoy, Negros Oriental

EXPERTISE SKILL

- Research/Data Entry
- Computer Programing
- Content Marketing
- Customer service
- MS OFFICE

SEMINARS ATTENDED

- Pharmacy assistant NC III
- Professional Developmental of Pharmacy World
- CEPA Continuing Education For Pharmacy Assistant

REFERENCES

DR. JOY CLARITA C VILLAPANDO
Consultant
Former President in Wordwidelink
Educational Development, Inc.
+63927- 859 4707

WORKING HISTORY

● Pharmacy assistant

Mercury Drug Corporation

(7 years (2016-2023))

● Data Entry/ Appointment Setter

(Leafguard- roofing and staining)

(1 year)

● Administrative Assistant/ Invoices

(US Imperial company)

(6 Months)