

**WILRON M. VARONA**

*Phase V-B Brgy. Narra III*

*Bulihan, Silang, Cavite*

*0922-270-3113 | 0967-291-1643*

**OBJECTIVES:**

*To join a company where I can contribute essentially on its progress and wherein professional growth is in tandem with the company and enhance my skills.*

**ACADEMIC BACKGROUND**:

**Elementary : Bagong Buhay Elementary School (1997-2003)**

Bulihan, Cavite

**Secondary : Bulihan National High School (2004-2008)**

Bulihan, Cavite

**Tertiary : Japan School of Advance Technology (2009-2011)**

Bacoor, Cavite

Computer System Technology

**SKILLS:**

* **Adobe Photoshop**
* **Adobe Light room**
* **Adobe Illustrator**
* **Adobe Premiere**
* **Computer Literate**
* **Microsoft Office (Excel, Word and PowerPoint)**
* **Cellphone Technician**
* **Computer Technician**

**WORK EXPERIENCE:**

**EXPI Printing and General Merchandize**

Bulihan, Silang, Cavite

Encoder, Graphic Artist

June 2011 – February 2013

**Comlex Internet Cafe**

Bulihan, Silang, Cavite

Encoder, Graphic Artist, ADMIN / Reliever

June 2014 – January 2018

**Fine Water Printing Co.**

Mount View, Carmona, Cavite

Computer and Printer Maintenance, Taiwanese Printing Assistant

February 2018 – April 2018

**PROCYCLE Industial Incorporation**

Carmona, Cavite

Graphic artist, office staff

June 2018 – November 2018

**EXPI Printing and General Merchandize**

Bulihan, Silang, Cavite

Encoder, Graphic Artist

Nov 2018 – February 2020

**Freelance Virtual Assistant (Pandemic)**

Work from home

Encoder, Graphic Artist, Computer/Cellphone Technician

February 2020 – December 2020

**Integreon Managed Solutions**

6750, 9th Floor, Ayala Avenue, Makati, 1200

Presentation Specialist / Document Specialist

January 2021 – December 1, 2023

**PERSONAL DATA:**

Birthday : December 29, 1993

Birthplace : Bulihan, Silang, Cavite

Age : 29

Civil status : Single

Citizenship : Filipino

Sex : Male

Height : 5’6”

Weight : 65kg.

**CHARACTER REFERENCE:**

**Ms. Marecris Arriesgado**

Owner EXPI Printing

Old Bulihan, Silang, Cavite

**Mr. Philip Rapinan**

Manager EXPI Printing

Old Bulihan, Silang, Cavite

**Mr. Kelvin Competente**

Owner Comlex Computer Shop

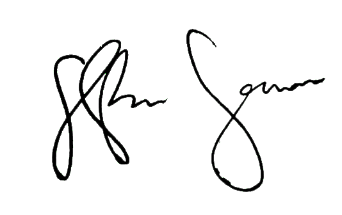
Old Bulihan, Silang, Cavite

**Ms.** **Aiza Calacala**

Data Processing Administrator

0992-305-6216  
 Trece Martires, Cavite

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

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**WILRON M. VARONA**