



PROFILE

A keen and hardworking individual, a fast learner with passion to succeed in my career. I am always willing to learn and I have a positive outlook in life.

EDUCATIONAL BACKGROUND

TERTIARY:
Laguna State Polytechnic University
Sta. Cruz, Laguna
Bachelor of Science in Information Technology
2017- 2021

SECONDARY:
Lumban National High School
Lumban, Laguna
2009 - 2013

PRIMARY:
Wawa Elementary School
Lumban, Laguna
2003-2009

SKILLS AND KNOWLEDGE

- Problem Solving
- Knowledgeable in programing
- Language such as PHP and C# Word + Office
- Research
- Oriented in Microsoft office (Word, Excel, PowerPoint)
- Computer skills – encoding, Hardware, and software.

PERSONAL DATA

AGE : 26 years old
DATE OF BIRTH : September 23, 1996
PLACE OF BIRTH : Lumban, Laguna
NATIONALITY : Filipino
CIVIL STATUS : Single
RELIGION : Roman Catholic
LANGUAGES SPOKEN: Filipino, English
HEIGHT : 5'5"
WEIGHT : 132 lbs.

R.M. SMITH O. YASONA
095 Rizal St. Brgy. Segunda Pulo Lumban, Laguna
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SUMMARY

To obtain a position where my experience and skills will benefit your organization.

WORK EXPERIENCE

ON – THE – JOB TRAINING

Laguna State Polytechnic University
July 2020 – December 2020

- Created a management system to simply find and track records of employees' information, files, documents, and ordinance of the Municipality of Luisiana.
- Used Programming languages such as PHP and C#.
- Provided backup database of all records.
- Ensured management system's databases are accurate and complete.

BBM LAGUNA HEADQUARTERS

Admin Staff
December 2021 – May 2022

- Prepared source data for computer entry by compiling and sorting information.
- Edited and scanned documents.
- Ensured organization's databases are accurate and up to date.

STRAIVE (SPi GLOBAL) CALAMBA, LAGUNA

Content Editor
July 2022 – April 2023


- Proofreads documents/articles according to set standards and specifications.
- Performs content editing tasks on programming languages such as HTML, SGML, XML using Neptune Editor and Arbortext as a tool to an end-to- end dynamic publishing solution.
- Email, Telephone communication and/or minutes of the meeting for the client's update, deadline, and queries.
- Ensures that documents are published online, on time and of good quality through using a monitoring/tracking tool.

CHARACTER REFERENCES

Mark Kevin T. Loleng
Lumban,Laguna
Contact no. 0939-518-9748

Jazzy A. Paloma
CSS, Maxicare Healthcare Corporation
Lumban, Laguna
Contact no. 0977-205-0659

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


R.M. SMITH O. YASONA
Applicant