

Curriculum Vitae of  
**JANEL KYLE E. DANA O**  
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#### EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	2021 - 2024	STI Ortigas-Cainta
High School	2011 - 2015	Sacred Heart Catholic School of Cainta
Elementary	2006 - 2011	Marick Elementary School

#### PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
January – December 2019	Administrative Assistant	Manila Interior, Furniture and Improvement
August 2017 – December 2018	Service Personnel	Tea District Food and Gaming Hub
February 2016 – July 2017	Service Personnel	Maria Gracia’s Food Catering Services
2016	Volunteer Worker	Ang Arko ng Pilipinas, Inc. (L’Arche Punla)
2015	Volunteer Worker	Home for the Aged (Kanalungan ni Maria)

#### AFFILIATIONS

Inclusive Dates	Name of Organization	Position
2024	ACE’S (Association of Computer Engineers)	Member
2021	ALPHA (Alliance of Leading Programmers through Heuristic Adaptation)	Member

#### SKILLS

SKILLS	Level of Competency	Date Acquired
Digital 3D Drawing (onshape)	Beginner	2024
Circuit Drafting (EasyEDA)	Beginner	2024
Soldering	Beginner	2023
ORACLE Academy (Java)	Beginner	2021

#### TRAININGS, SEMINARS OR WORKSHOP ATTENDED

Inclusive Dates	Title of Training, Seminar or Workshop
2024	onshape (Introduction to Surfacing)
2021	Java Fundamentals (Javascript Coursework)
2019	Office Admin Skills: Technical Writing
2019	Corporate E-mail and Inbox Management