Shekena Urate Labrador
San Roque, Poblacion Zone 8, Baybay City Leyte
Mobile Number: 09636408718
Email: shekenalabrador@gmail.com

OBJECTIVES

Seeking challenging career that utilizes my skill in my area of competence and enriches my knowledge, and to be part of a team that contributes towards growth of the organization.

SUMMARY OF QUALIFICATIONS

Knowledgeable in MS Office applications such as MS Word, MS Excel and MS Power point. Possess good oral and written communication skills in both Filipino and English. Has strong sense of responsibility and self-motivation. Good planning, leading, organizing and controlling skills. Has good moral and ethical standards. Goal and quality oriented and correct-detailed. Adaptable to any given situation. Committed to professionalism

PERSONAL NFORMATION

Age: 25 years old
Gender: Female
Date of birth: July 29,1997
Place of birth: Muntinlupa City
Nationality: Filipino
Civil Status: Married
Height: 5'0
Weight: 60 kg
Religion: Catholic

EDUCATIONAL ATTAINMENT

College
Access Computer and Technical Colleges
Associate's degree in computer science
Year 2017 – 2019

Secondary
Mahaplag National High School
San Isidro, Mahaplag Leyte
Year 2009 – 20013

Primary
La Paz Elementary School
Dumas St. La Paz Makati City
Year 2003-2009

ELIGIBILITY

- Civil Service Professional

CERTIFICATES

- Visual Graphic Design NCIII
  Technical Education and Skills Development Authority (TESDA)
  Year 2019

- Basic Programming Course of Income Creating Opportunities Thru Technology Project Curriculum on Information and Communication Technology (ICOTP-ICT)
  Mahaplag National High School
  Year 2012-2013

- Software Development
  E-Learning Center Baybay City Leyte
  Year 2013- 2014

SKILLS

Technical

- Proficient in Microsoft Word, PowerPoint and Excel
- Knowledgeable in Web design (HTML, CSS, JAVASCRIPT, JQUERY, BOOTSTRAP, C++, C#)
- Doing administrative and clerical tasks (such as scanning, printing , fax)
- File and retrieve corporate documents, records, and reports.

Personal

- Great customer service
- Able to build relationships
- Eager to learn
- Ability to work on a team
- Willing to do field work

ACHIEVEMENTS

- Best in Web Design at ICT Baybay Program (2012-2013)
- ICOTP-ICT (2013-2014)
- Best in Web Programming (2019)
- Academic Excellence Awardee (2019)

REFERENCES

Will be provided upon request.

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

Shekena Urate Labrador
Applicant