

NADINE JOY G. MANOG

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Brgy. 93 Bagacay, Tacloban City, Leyte
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NADINE JOY G. MANOG

CAREER OBJECTIVE

To pursue a career that will enable me to apply and utilize my knowledge and skills of being a computer engineer and to gain quality experience through performing tasks satisfactorily and eventually take part in the success of the company and to achieve a good working experience.

WORK EXPERIENCES

Administrative Assistant III (Job Order)
Department of Agriculture RFO 8
Kanhuraw Hills, Tacloban City
Mar 2017 – Jun 2018

Internal Auditor / IMG Staff
Sta. Clara International Corp.
Highway 54, EDSA, Mandaluyong City
Jun 2015 – Feb 2017

Accounting Assistant
Pure Essence International, Inc.
Bagong Ilog, Pasig City
Apr 2012 – Feb 2015

Computer Engineering Instructor
University of the East – Manila
C.M Recto Ave., Manila
Jun 2011 – Mar 2012

SEMINARS & TRAININGS ATTENDED

Title: ISO Awareness and ISO Related Auditing Seminar
Company: Sta. Clara International Corp
Address: Highway 54, Brgy. Wack Wack, cor. EDSA, Mandaluyong City
Date: December 2016

Title: ISO Awareness and ISO Related Internal Audit Training
Company: Pure Essence International
Address: Brgy. Bagong Ilog, Pasig City
Date: September 2012

Title: CpE Challenge and Fastest Geek 2011

- CISCO Certification Awareness
- The Second Generation Core: A Critical Milestone
- Cloud Computing

Company: Institute of Computer Engineers of the Philippines (Student Edition)

Address: Adamson University, San Marcelino St., Ermita, Manila

Date: March 05, 2011

Title: Enchanting Magic of ICT: Discovering the Spells of Interactive Technology
Towards Globally Competitive Development

- Security Management
- Network Security
- Embedded Software

Company: 7th Information and Communication Technology Conference

Address: Polytechnic University of the Philippines, Bulwagang Balagtas, 4th floor NALLRC,
Sta. Mesa, Manila

Date: January 19, 2011 – January 21, 2011

SKILLS / ABILITIES

- Basic Turbo C, C++, Java, HTML, SQL Database System and Visual Basic Programming languages Proficient; Basic knowledge in network equipment, network operating systems and networking protocols; Basic Computer Troubleshooting Proficient
- Microsoft Office applications proficient
- Good communication Skills (English and Filipino); Good organizational and time management skills
- Accounting Related Skills (Accounts Payable / Inventory Documentation / BIR Related Documentation)
- Internal Auditing Skills

AFFILIATIONS / ACCOMPLISHMENTS

- Cum Laude, University of the East 2011 Yearend Commencement Rites
- Tan Yan Kee Scholar, UE – Manila
- Institute of Computer Engineers of the Philippines (Student Edition), Member
- Society of Computer Engineering Students, UE-Manila
 - Member SY 2010-2011
 - Secretary SY 2009-2010
 - Auditor SY 2008-2009

EDUCATIONAL BACKGROUND

Tertiary: University of the East
C.M. Recto Ave., Manila
BS in Computer Engineering
Jun 2006 – Apr 2011

Secondary: The Sisters of Mary Girlstown School
J.P. Rizal St., Talisay City, Cebu
Apr 2002 – Dec 2005

Primary: Serum Elementary School
Brgy. Serum, Basey, Western Samar
1996 – 2002

PERSONAL INFORMATION

Birthdate	:	September 21, 1989
Birth place	:	Basey, Samar
Age	:	33
Sex	:	Female
Height	:	1.5m
Weight	:	58 kg

CHARACTER REFERENCES

- Engr. Mary Ann L. Limkian
Professor
University of the East - Manila
+639398013118
- Caroline Lavarias
Supervisor
Pure Essence Int'l, Inc.
+639223980376
- Ms. Arsenia C. Canillas
Chief Budget Officer
Department of Agriculture RFO8
+639177121963