

[nemorting@gmail.com](mailto:nemorting@gmail.com)



To find a job which will enhance my abilities and skills acquired that will train me to be more independent person that contributes to the company, agency or offices.

Age: 30

Gender: Female

Status: Single

Date of Birth: February 17, 1990

Address: 477-A 30 de Diciembre St. Baybay City Leyte

- Hardworking
- Results-oriented
- Punctual and Honest
- Self-motivated
- Willing to learn new things

- English
- Tagalog
- Cebuano

**EDUCATIONAL ATTAINMENT:**

COLLEGE	2007-2011	Bachelor Of Science in Information Technology (BSIT) Franciscan College of the Immaculate Conception (FCIC) A. Bonifacio St. Baybay City, Leyte
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2006-2007 Bachelor of Science in Food Technology (BSFT)  
Visayas State University (VSU)  
Visca, Baybay City, Leyte

SECONDARY	2002-2006	Franciscan College of the Immaculate Conception (FCIC) A. Bonifacio St. Baybay City, Leyte
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ELEMENTARY	1996-2002	Baybay North Central School (BNCS) A. Bonifacio St. Baybay City, Leyte
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## WORK EXPERIENCE:

On-Job-Trainee  
Vice Mayor's Office – LGU  
Baybay City, Leyte

### SKILLS:

- Computer Literate (Encoding, PowerPoint Presentation, Excel and Browsing)
- Software Installation
- Basic Troubleshooting