

1st App - 2/4/17

Current Residence:

F - HR int

MARIA REGINA D. ANDAN

Sta. Cruz, Ronda, Cebu

Cellphone No. 09672039326

Email Address: queenyna88@icloud.com or yna_25ac@yahoo.com

12L Ariolla Subdivision, Sambag, Urgello Cebu City (Boarding house)

PERSONAL DETAILS

Nationality : Filipino
Gender : Female
Date of Birth : July 09, 1988
Place of Birth : Mandaluyong, Metro Manila
Age : 31 yrs old.
Status : Single
Religion : Roman Catholic
Height : 5"2
Weight : 52 kg
Language Spoken : Cebuano, Filipino, English
Mother's Name : Semida D. Andan - deceased
Father's Name : Virgillio B. Andan - retired seaman
Parent's Address : Sta. Cruz, Ronda, Cebu

3rd of 5 siblings

EDUCATIONAL BACKGROUND

Graduate School : Cebu Technological University – Main Campus
Cebu City, Philippines

Course Major : Diploma in Public Education 2018

College : Cebu Technological University – Moalboal Campus
Moalboal, Cebu

Course Major : Bachelor of Science in Industrial Technology
Major in Computer Technology
October 2011 – March 2016

Associate Course : Cebu Technological University – Moalboal Campus
Moalboal, Cebu

Course Major : Associate in Bachelor of Science in Industrial Technology
Major in Computer Technology
October 2011 – March 2014

Associate Course : Philippines Computer Technologies Foundation
Dumanjug, Cebu

Course Major : Diploma in Computer Studies
Major in Programming
June 2005 – March 2007

Secondary : Our Lady Academy
Poblacion, Ronda, Cebu
June 2001 – March 2005

Elementary : Gen. Vicente Lim Elementary School

June 1994 – March 1995

SPECIAL SKILLS

Fluent in both written and communication skills. Knowledgeable in Microsoft Office, Internet Savy, Networking, Troubleshooting, Basic Programming such as VB6, mysql, html/css, Data Research & Lead Generations Specialist, Chat Support, billing & Network Authentication for a Telecom Company. General Instructor in SMEAG.

EXPERIENCE

| | | |
|------------------------|---|--|
| Municipality of Ronda | – | Job Order in Comelec Ronda Poblacion, Ronda, Cebu August 2010 – March 24, 2015 |
| New Alchemy Limited | – | On The Job Training (IT OJT) Bigfoot Center Building, Ramos, Cebu City March 27, 2015 – March 14, 2016 |
| Commission on Election | | VCM Tech for Presidential and National Election 2016 May 14, 2016 |
| Teleperformance Phil | | Technical Service Representative <i>TSR</i> Insular Life Building, Cebu Business Park, Cebu City |
| SMEAG Global Inc. | | General Instructor (English As A Second Language) Emilio Osmena St, Cebu City, Philippines December 22, 2017 up to present |

CHARACTER REFERENCES

Dianne Lovely Reuyan

Team Leader in SMEAG Global Inc.

Guadalupe, Cebu Philippines

09325725121

Kathleen Abellar

Team Leader

Teleperformance I.T Park

09052400225

Ellen Claire Ariola

Team Leader

Teleperformance I.T Park

09295152694