

Jo Anne B. Villena

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OBJECTIVE:

To seek a career with a long-term stability and grow in a reputable company where my education and my previous work experience may best be applied.

EDUCATION:

AMA Computer University / Fairview Campus (May 2000 – 2004)

B.S. in Electronics and Communication Engineering (Regalado Ave., Fairview Quezon City)

College Education

Holy Redeemer School (June 1996 – 2000)

Frankville Subd. Zabarte Road, Novaliches Quezon City

Secondary Education

Holy Redeemer School (June 1991 – 1996)

Frankville Subd. Zabarte Road, Novaliches Quezon City

Primary Education

EXPERIENCE:

Ever Shoppers, Inc. – Re-Order (September 2008 – Present)

Ever-Gotesco Corporate Center, 1958 C.M. Recto, Manila

W Land Holding, Inc. – Purchasing Assistant (May 2008 – August 2008)

1404 Summit One Tower, 530 Shaw Blvd., Mandaluyong City

2x2 Design, Inc. (2x2) – Purchaser (February 2007 – May 2008)

236 P. dela Cruz st. San Bartolome Novaliches, Quezon City

Universal Glass Co., Inc. (UGCI) – Data Encoder, EDP (September 2006 – February 2007)

15 RFJ Building United st., Brgy. Kapitolyo, Pasig City

Papercon Phil., Inc. (PPI) – Purchasing Assistant (November 2005 – April 2006)

29 Oliveros Drive Balintawak, Quezon City

National Transmission Corporation (TRANSCO) – Student Traineeship, 200 hours (Oct – Dec 2003)

Power Center Building, Quezon Ave. corner BIR road Diliman, Quezon City

SKILLS:

Basic knowledge in Adobe (Reader, PageMaker, & Photoshop 7.0) and Web design (HTML & SWiSH v2.0)

Proficient in MS Office (MS Word, MS Excel, MS PowerPoint and MS Access) also A/R System and SAP

Basic knowledge in AutoCAD, PC assembly and basic networking LAN

Proficient in installing software and knowledge in internet set-up and browsing/research

Proficient in Windows 95/98/2000/XP/ME and using/operates office devices

TRAINING:

MAGKAISA : A Team Building Seminar

Ms. Diana O. Ang – 02 June 2007
Riverview Resort & Conferences, Calamba, Laguna

SEMINARS:

Breakthrough Innovation – 28 July 2006

Breakthrough Productivity – 27 July 2006

Breakthrough Service – 26 July 2006

Mr. Jim Clark
Equitable PCI Bank Tower 1, H.V. de la Costa st. cor. Makati Ave., Makati City

Radio Broadcasting

Engr. Erwin Francisco – 21 February 2004
CERTII, Rm. 401, 4th Floor, Don Lorenzo Bldg., 889 P. Paredes st. Sampaloc, Manila

Television Explored

Mr. Eduardo N. Reyes – 27 February 2003
AMA Computer University, Regalado Ave., Fairview Quezon City

Safety Constructing Communication Tower

Engr. Dennis Aquino – 23 July 2003
AMA Computer University, Regalado Ave., Fairview Quezon City

Mega AVR™ Microcontroller

Mr. Lex L. Tansiongco – 09 July 2003
AMA Computer University, Regalado Ave., Fairview Quezon City

CHARACTER REFERENCES:

Mr. Ruben Ryman P. Galang, +63927 - - - - - / (+632) 930 - - - -
SEO Specialist, Westco Alliance Services, Inc., 1210 Paragon Plaza Condo, Reliance st. Mandaluyong City

Engr. Alex M. Lapidante, +63919 - - - - -
Gov'n't Civil Engr., Senior Technical Audit Specialist, COA, Region IV, Commonwealth Ave., Q.C.

Dr. Rose Lita A. Montarde, Ed. D., (+632) 938 - - - -
College Dean / Professor, AMA Computer University, Regalado Ave., Fairview Quezon City

PERSONAL INFO:

Date of Birth: 17 February 1983
Height: 5'2"
Weight: 100 lbs.
Civil Status: Single
Citizenship: Filipino

----- I hereby certify above that all the information and application I have is true and correct. -----