**Chalce Dawn S. Bontilao**

**Tapuko, Pit-os Cebu City**

**09355466756**

**Chalcedawnb@gmail.com**

**Objective:** I am looking for a suitable job where I could practice my knowledge and develop my personality as a person while utilizing my skills.

**Personal information:**

 Age: 21

 Date of Birth: January 05, 2000

 Gender: Female

 Nationality: Filipino

 Religion: Roman Catholic

**Skills:**

Oriented in Microsoft Office applications such as:

 Microsoft Office Word, Excel, PowerPoint, and Publisher

 Capable of Editing pictures, and presentations

 Knowledgeable in bitmap and vector graphics using Adobe Photoshop

 Knowledgeable in video editing software’s such as; Adobe after Effects and Sony Vegas

 Knowledgeable in 3D Modeling and Render using Autocad and Sketch up

**Work Experience:**

 **NBI Encoder (Part-time)**

 June – July 2018

 A. Soriano Ave, Cebu City, 6000

 **Affidavit Encoder (Part-time)**

 June-July 2019

 9D. A jakosalem St., Corner M.C Briones St., Cebu City 6000

**Educational Attainment:**

**College Education**

 Cebu Technological University - Main Campus SY: 2018-Present

 Bachelor of Industrial Technology Major in Architectural Drafting Technology

 M.J. Cuenco Ave. & R. Palma St.,Cebu City, Philippines, 6000

**Senior High Education**

 University of Cebu – Banilad Campus SY: 2016-2018

 Science, Technology, Engineering and Mathematics

 6000 Gov. M Cuenco Ave. Cebu City

**Secondary Education**  SY: 2012-2016

 Talamban National High School

 Borbajo St. Talamban, Cebu City

**Elementary Education**  SY: 2006-2012

 Talamban Elementary School

 Borbajo St. Talamban, Cebu City

**Character References**

**Jason S. Biongco**

Encoder

09274492653

**Virginia B. Dilao**

Treasurer

09317029662

**Ms. Jasel Jane D. Damaolao**

Call Center Agent

09562786992