**Chalce Dawn S. Bontilao**

**Tapuko, Pit-os Cebu City**

**09355466756**

[**Chalcedawnb@gmail.com**](mailto: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