**RICHELLE B. BERNAL**

Course: BSIT

Present Address: Sandawa Phase-1 Davao City

Address: Purok-4 Kalilangan,Bukidnon

Phone #: 09970644318

Email address: [richellelovebernal3@gmail.com](mailto:richellelovebernal3@gmail.com)

**PERSONAL INFORMATION**

Birth Date : December 19,1998

Birth Place : Tig-Ason Dominorog, Talakag, Bukidnon

Sex : female

Age : 22

Height : 5”2

Weight : 45 lbs.

Citizenship : Filipino

Business Name

Civil Status : Single

Religion : Roman Catholic

Parents : Mr. Noel Bernal

: Ms. Liza Bernal

Address of Parents : Purok-4 West Poblacion, Kalilangan,Bukidnon

Spoken Language : Cebuano, Tagalog, Ilonggo, and English

**EDUCATIONAL BACKGROUND**

Primary : Forchacu IV Elemmentary, School

kalilangan, Bukidnon

2010-2011

Secondary : kalilangan National High School

kalilangan, Bukidnon

2014-2015

Tertiary : Philippine Countryville College

Formerly (Philippine Computer College)

Panadtalan, Maramag, Bukidnon

2018 - 2019

Bachelor of Science in Information TechnologY

**WORK EXPERIENCE**

Data Service Assistant : Data Service Assistant   
 Pag-ibig Fund Bajada Branch

Employed Under Agency – All Card Inc.  
 Bajada Davao City

September 10 2019 – March 2021

Technical Support : On the Job Training (486 Hours)

Mobotech Computer Solution

Capistrano street Cagayan de Oro City

April 2018 – July 2018

CSC Officer Secretary : Philippine Countryville College

2018-2019

**SPECIAL SKILLS**

* Computer Literate
* Proficient in MS Office
* Good in Communication skills
* Good Interpersonal Skills
* Management Skill
* Customer Service
* Active Listening
* Communication Skill
* Computer Software Installation
* Problem Solving

**SEMINARS ATTENDED**

Pre-Employment Seminar : Philippine Countryville College, Inc.

Panadtalan, Maramag, Bukidnon

October 12, 2018

Leadership Seminar : Philippine Countryville College, Inc.

Central Student Council(CSC)

Panadtalan, Maramag, Bukidnon

November, 2018

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHARACTER REFERENCE**

**Wilfredo C. Villas**

OIC Dean BSIT

Philippine Countryville College, Inc.

**Lorna C. Diaz**

Chief of Division III – Marketing & Sales 1

Pag-ibig Fund Bajada Branch

Contact #: 09171789206

**Cristyn L. Enanoria**

Accounts Analyst II

Pag-ibig Bajada Branch

Contact #: 09154170261/(082)222-8055