**RICHELLE B. BERNAL**

Course: BSIT

Present Address: Sandawa Phase-1 Davao City

Address: Purok-4 Kalilangan,Bukidnon

Phone #: 09970644318

Email address: 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

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**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