



ELLEN

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology
University of St. La Salle - Bacolod

INTRODUCTION

<https://www.hireaway.com/profile/ellen/>

SKILLS

- Personal assistant experience
- Google Docs
- Microsoft Office, Google Sketch up, Microsoft Publisher, Dreamweaver, Adobe Flash Editor.,etc, Php, Javascript, CSS, HTML

JOB TITLE

IT Helpdesk

EXPERIENCES

Customer Relation Staff
Seaquest Logistics
(2017)

Customer Relation Staff
John Clements / Staff Builders Asia
March 2015 to April 2016

Finance Assistant
GC & C GROUP OF COMPANIES
March 2013 to March 2014

COST

Starting from USD 1500 per month