



MARIA CARMENCITA T. GAURANA

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OBJECTIVES:

To use my skills in a team environment, allowing me to fully contribute to the successful achievement of corporate goals and objective

EDUCATION:

Davao Oriental State College of Science and Technology
Mati, Davao Oriental, Philippines
Bachelor of Agriculture and Technology
2001 – 2003
Undergraduate

Mati National Comprehensive High School
Mati, Davao Oriental, Philippines
1996 – 2000

Lucatan Elementary School Lucatan,
Tarragona, Davao Oriental, Philippines
1990 – 1996

SKILLS:

- Daily cleaning
- Attention to detail
- Photo Editing and Encoding Data
- Good communication and relationship with co-workers
- Manicure
- Pedicure
- Hair Blower

WORK HISTORY:

Philquest International Management & Services Contractor

Domestic Helper bound to Kuwait City

2005 – 2008

- Cleaning the Kitchen
- Washing Utensils
- Cleaning Comfort Room
- Doing Laundry
- Cleaning the Windows in different rooms like Living Room and Bed Rooms
- Doing Vacuum in the Living Room and Bed Rooms
- Disposal of waste garbage

PLA Computer Services

Photo Editor / Data Encoder

Mati, Davao Oriental, Philippines

2010 to present

- Editing Photo's in different sizes like 1x1, 2x2, 3R, 4R, 5R using Photoshop
- Encoding data's like applications, resume, curriculum vitae etc. using Microsoftword and Excel

Carlo Salon

Partimer

Mati, Davao Oriental, Philippines

2021 to present

- Manicure
- Pedicure
- Hair Blower

TRAINING AND CERTIFICATE:

Computer Hardware and Servicing – NC II (TESDA)

2014

REFERENCES:

Mr. Plaridel M. Iligan

Proprietor

Waysingaw Computer Services and PLA Computer Services

Bonifacio Street, Mati, Davao Oriental, Philippines

+639161050490

Chrestin Joy Dimpas

Proprietor

Carlo Salon

Madang, Mati, Davao Oriental, Philippines

+639351262376