



**Ronda, Noel S.**

**Position Desired :**

#### Contact Information

Address:  
Mobile No.:  
Residence No. :  
Email :

#### Personal Particulars

Age : 20 years  
Date of Birth : 4 Oct 1991  
Nationality : Filipino  
Gender : Male  
Height : 5'6  
Weight : 153 lbs.  
Marital Status : Single  
Passport No. : N/A  
SSS No. : N/A  
TIN No. : N/A  
Permanent Residence:

#### Educational Background

##### College Degree

Field of Study : Information Technology  
Major : B.S. Computer Science  
Institute/University : STI  
Graduation Date :

#### Employment History

##### **Company name** (Call Center)

Position Title : Technical Assistant  
Industry : Information Technology  
Location: Quezon City, Philippines  
Duration : Jan 2006 – present

**Work Description:** : Responsible for Database maintenance and provides Information by generating reports, designs and supplies print media like calling cards, brochures, letterhead and tarpaulin for advertising.

#### Skills

Knowledge in Microsoft office applications, object-oriented programming, online research and graphic utilities using operating systems, like Windows 98, Windows XP and Mac OS X