

JENA MARIZZE A. CODIÑERA

Brgy. 6, Villaviray St. Nasugbu, Batangas

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OBJECTIVE

Driven professional seeking a challenging and dynamic position that leverages my skills, fosters continuous learning and growth, and allows me to make meaningful contributions to a forward-thinking team or organization.

EDUCATION

- | | |
|-------------|--|
| August 2023 | Graduated in Batangas State University
The National Engineering University – ARASOF Campus
Nasugbu, Batangas
Bachelor of Science in Computer Engineering
ELIGIBILITY: CUM LAUDE |
| May 2019 | Earned a high school diploma with high honor |
| June 2013 | Earned an elementary diploma with honor |

COURSE-RELATED EXPERIENCES

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|---------------|--|
| November 2022 | Completed the <i>Cisco Networking Academy at Cybersecurity Essentials</i> and gained certificate
Batangas State University The National Engineering University
ARASOF-Nasugbu |
| August 2022 | Completed the requirements of course <i>CS301: Computer Architecture</i> from Saylor Academy and gained certificate |
| July 2022 | Completed the <i>CCNAv7: Switching, Routing and Wireless Essentials</i> course and gained certificate
Batangas State University The National Engineering University
ARASOF-Nasugbu |
| February 2022 | Completed the <i>CCNAv7: Introduction to Networks</i> course and gained certificate
Batangas State University The National Engineering University
ARASOF-Nasugbu |

WORKING EXPERIENCES

October 2023 to January 2024 Worked as Virtual Assistant at Achieving Client Excellence (ACE) in Nasugbu, Batangas

- Payroll Clerk & Administrator of ACE
 - Collecting and verifying timesheets
 - Entering employee information and payroll data into the system
 - Calculating payable hours, commissions, bonuses, taxes and deductions
 - Maintaining and updating payroll records
 - Preparing and reporting periodic payroll reports
 - Updating and resending privately the pay slip for each employees
 - Managing files
 - Content Planning
 - Email management
 - Note-taking
 - Creating Videos/Pictures
 - Assisting Social Media Accounts

- IT Support
 - Troubleshooting internet and hardware
 - Downloading software
 - Connecting Ethernet cables
 - Creating system via Excel/Google Spreadsheet

- Virtual Executive/Personal Assistant
 - Managing/Scheduling Calendar
 - Managing files
 - Researching about things such as photos, videos, people, places, foods and etc.
 - Email management
 - Personal tasks
 - Planning event
 - Reservation booking flights/hotel
 - Reporting
 - Note-taking
 - Meeting with different US Clients
 - Calling contacts
 - Handling QuickBooks, Chase, FreshDesk

- Virtual Appointment Setter
 - Calling leads
 - Setting up an appointment schedule
 - Meeting up with the US Client
 - Reaching out through emails

- June 2023 to October 2023 Worked as Virtual Admin and Marketing Assistant at a confidential company
- Reaching out through emails
 - Messaging leads
 - Setting up an appointment schedule
 - Content Planning
 - Assisting Social Media Accounts
- March 2023 to May 2023 Worked as an Intern Technical Support and Assistant Supervisor at ProGreen AgriCorp Inc. in Balayan, Batangas
- 2015 to October 2023 Worked as Executive Assistant at AR-J Internet Café (Family Enterprise) in Nasugbu, Batangas
- Printing/photocopying services
 - Editing documents (google apps/Microsoft)
 - Email management
 - Creating/editing photos in Adobe Photoshop and Canva
 - Creating/Editing videos

SEMINARS ATTENDED

- August 2023 Completed the online lesson of *Basic Level of Korean Class* from Korean Class with Joshua Cho
- July 2023 Attended training *Web Scraping Through MS Excel Power Query* via YouTube live with registration and attendance form DataSense Analytics, Manila Philippines
- Sept. 23, 2022 Attended the *GIS Data Visualization* Batangas State University The National Engineering University ARASOF-Nasugbu
- June 2021 Attended the *Arduino Workshop: A Hands-On Introduction* Batangas State University The National Engineering University ARASOF-Nasugbu
- December 2018 Completed the *Robotics in Focus: A Robotics Seminar-Training Workshop* and gained certificate Batangas State University The National Engineering University ARASOF-Nasugbu

PERSONAL BACKGROUND

Sex	:	Female	Citizenship	:	Filipino
Age	:	23 years old	Religion	:	Catholic
Birthday	:	Dec. 26, 2000	Height	:	5'2"
Birthplace	:	Nasugbu, Batangas	Weight	:	49 kg.
Status	:	Single	Language	:	Filipino and English

SPECIAL KNOWLEDGE, ABILITIES, SKILLS

- Computer Literate
 - Advanced Data Entry
 - Advanced Typing
 - Intermediate CCNA
 - Intermediate Data Analysis
 - Intermediate Designing
 - Intermediate Photo Editing
 - Intermediate Typography
 - Intermediate Layout Designing
 - Google Apps
 - Microsoft Apps
 - Toggl
 - QuickBooks
- Time Scheduling/Managing
- Multi-tasking
- Detail-oriented
- Adaptable Individual
- Flexible
- Conversational in English

REFERENCES

Ms. Crizelle Vivas
Chief Executive Officer
Achieving Client Excellence (ACE)
0917-810-1652

Ms. Genesis D. Baguhin
Supervisor
Admin and Marketing Company
0956-048-4506

Mr. Vicy V. Macalaguim
Supervisor
Sugarcane Supply Section ProGreen
Agricorp Inc.
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Mr. Romeo A. Concepcion Jr.
OJT Coordinator / College Instructor
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I hereby certify that all given information above is true.



JENA MARIZZE A. CODIÑERA
Applicant