



JOHANNA G. WEE

CONTACT INFORMATION

Address: Taguig City

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PERSONAL INFORMATION

Gender : Female
 Age : 31
 Citizenship : Filipino
 Religion : Islam
 Civil Status : Single
 Height : 5'3
 Weight : 50 kg.

EDUCATIONAL BACKGROUND

Tertiary : **BACHELOR OF SCIENCE IN
 INFORMATION TECHNOLOGY (BSIT)**

Cotabato City State Polytechnic College
 (CCSPC)-Cotabato City
 Academic Year 2011-2012

Secondary: Cotabato City National High-School Main Campus
 (CCNHS)-Cotabato City
 Academic Year 2007-2008

Elementary: Vilo Elementary School-Cotabato City

SKILLS

Computer Skills: Proficiency in Microsoft Offices, Basic Programming and Photoshop.

Leadership Skills: With experience in handling different teams and organizations.

Interpersonal Skills: Can communicate and socialize with different people.

SEMINAR ATTENDED

BOSH: Basic Occupational Safety and Health

Training (40) Hours

EMPLOYMENT EXPERIENCE

IGT Solutions - Travel Expert/Process Associates - July 01,2022 - February 22,,2023

Verification Officer - Cashmart Philippines - February 02,2022- May 31,2022

Customer Service Representative- Information Desk - **Alnor Mall**, Cotabato City [April 01,2021- November 30,2021]

Project Admin Manager/ Safety Officer- (August 2020-December 2020.)

Project Assistant Admin- (February,2020-April,2020)

360 Degrees Marketing and Services Industry INC

–Refractory Supplies services and repair.

Seminars:

CONTROL HAZARDOUS ENERGY(LOTOTO)- 4 HR.

WORKING IN CONFINED SPACE- 4 HR.

WORKING AT HEIGHTS- 4 HRS.

Secretary, Operation Supervisor/ Safety Officer

(August 01,2013- December 31,2017)

JCW Electrical Services- Accredited Contractor of

Cotabato Light and Power Company.

Duties and responsibilities

- Dispatched job orders and monitor all field works/assignments has been taken care of.
- Prepare remittances to SSS,Philhealth and BIR.
- Calculate and prepare payrolls and deductions.
- Maintain office scheduling and events calendar.
- Checking, Monitoring proper use of PPE'S.
- Handle monthly invoices and O.R.
- Coordinate closely with the personnel of Cotabato Light & Power Company to anticipate and address issues and to give a good service to its concessionaires.

Promodizer - Gaisano Mall, Iligan City. [February 15,2013- July 20,2013]

Waitress / Service Crew- The Sugar Pappi Cafe (May 2012- January 30,2013) Sinsuat Avenue Cotabato City, Philippines.

On the Job Training (OJT)- ARMM Social Fund Project –(PMO) (240) Hours.

On the Job Training (OJT)- Civil Service Commission ARMM (120) Hours.

REFERENCES :

Mr. DOMENIC ALIVIO
 Staff Collection Department
 Cotabato Light & Power Company
 09052346226

Mr. JOHNREY PAMPLONA
 Supervisor
 360 Degress MSII
 09262868616

I HEREBY CERTIFY that the above information Is true and correct to the best of my knowledge and belief.

JOHANNA G. WEE