

# ALJEAN P. LATOZA

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## OBJECTIVES

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector. I'm seeking for a suitable position that matches my qualifications to improve my skills and impart my knowledge and expertise.

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## EDUCATION

18 March 2019

**Aces Tagum College**

**Mankilam, Tagum City, Davao del Norte, Philippines**

- Bachelor of Science in Information Technology

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## AREAS OF EXPERTISE

- Computer Literate
- Proficient in Microsoft Office (Excel, PowerPoint, Word)
- Graphic Design (CorelDraw, Sony Vegas and SketchUp)
- Word Processing (Typing/Encoding)
- Photo and Video Editing (Photoshop & Sony Vegas)

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## PROFESSIONAL EXPERIENCE

01 Dec 2019 to 31 Dec 2022

**Administrative Aide I/Assistant**

**Municipality of Asuncion**

**Asuncion, Davao del Norte, Philippines**

- Assisting on Accreditation of All the Organization that wanted to acknowledge and legalize their Association.
- Encoding and Assisting on making Journals and Minutes in Legislative Office.
- Assisting on Receiving and Moving out Documents specially The Resolutions and Memorandums that the Municipal Council Approved from Legislative Office.
- Making Certificates for all Accredited Organization and Association.
- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Performs a variety of office support and/or secretarial duties for a specified unit/department, such as composing a variety of standard documents and correspondence.
- Answering phones, logging information, copying files, responding to emails, updating schedules, and greeting and assisting visitors to the office.

- Conduct routine administrative studies and make recommendations on systems and procedures, organization or budgets, to coordinate and monitor less complex projects and to do other work as required.

24 July 2018 to 30 Nov 2019

### **Sales Associate/Cashier**

**Toys R Us Tagum**

**Visayan Village, Tagum City, Davao del Norte, Philippines**

- Cashier and at the same time office worker.
- Encoding Item Data into Computer System.
- Updating the Prices of the Items that on Sale and changing its price tag and barcodes.
- Data Encoding of Items that is for Inventory.
- Monitor the Items especially when it's Time for Inventory.
- Helping Customers for Items that they are looking.
- Assisting the Manager and Supervisor on Organizing Documents and Sales.
- Calculating the Money in the end of the Shift/Day, Record and Surrender the Money to the Manager or Supervisor when the shift is done after you exit the store.
- Working closely with customers to determine their needs, answer their questions about your products and recommend the right solutions.
- Be able to promptly resolve customer complaints and ensure maximum client satisfaction.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Welcoming customers, maintaining floor appearance, directing customers to goods and operating cash registers.

17 Sept to 02 Nov 2017

### **Data Entry Operator**

**Cambanogoy Central Elementary School**

**Asuncion, Davao del Norte, Philippines**

- Entering Data of Elementary Students Files and Documents in to School Database.
- Entering data from various sources into the company computer system for processing and management.
- Responsible for entering data into different computer databases, manage and maintain effective record keeping.
- Responsible for organizing files, collecting and managing data to be entered into the computer.

03 June to 14 Aug 2017

### **Data Entry Operator**

**Philhealth, LHIO - Tagum**

**Lapu – Lapu St. Tagum City, Davao del Norte, Philippines**

- Data Encoding of all Member of Philhealth in to the Database.
- Reviewing Data of Different Hospitals who availed the Philhealth Benefits.
- Responsible for organizing files, collecting and managing data to be entered into the computer.
- Maintains database by entering new and updated customer and account information.

01 to 31 May 2017

- Prepares source data for computer entry by compiling and sorting information. Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.

### **VCM Technician**

**Smartmatic, Davao del Norte, Philippines**

- Operating and Setting up the VCM Machines During elections.
- Performs periodic maintenance and repair of the voting machines.
- Troubleshoots voting machine problems such as but not limited to electronic board failure, printer jam and low battery voltage, using OHM meter.
- Tests all functions of the operating board, batteries, wiring harnesses, memory and ID chips; replaces damaged.
- Prepares voting machines for all elections, conducting testing of machines, and ensuring proper software and other equipment and materials are operating properly and ready for deployment.

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## **SKILLS**

- Excellent attention to detail
- Positive Attitude
- Hardworking and Multitasking
- Willingness to learn
- Flexible and adaptable
- Teamwork and collaboration

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## **SEMINAR & TRAININGS**

- **Robinsons Retail Academy – Virtual Learning Program: Setting Protective Security Practices/Data Compliance** (08 September 2019)
- **Robinsons Retail Holdings, Inc. – Data Privacy & Cyber Security** (24 August 2019)
- **Information Technology Week – Artificial Intelligence Seminar** (21 November 2017)
- **Nexus Web Solutions – Online Jobs and Search Engine Optimization** (08 July to 13, 2013)

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## **PERSONAL INFORMATION**

Nationality	:	Filipino
Date of Birth	:	June 21, 1995
Place of Birth	:	Asuncion, Davao del Norte, Philippines
Civil Status	:	Single
Religion	:	Roman Catholic
Gender	:	Female
Language	:	English, Tagalog or Filipino
Visa Status	:	Visit Visa