

MARISSA RAMIREZ RAMOS

129 Putol, Kawit, Cavite 4104

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OBJECTIVE

To be a computer programmer in a well-established company or earn any entry-level IT related position.

SKILLS

Programming Languages

Visual Basic v.6.0 Japanese and English, Visual FoxPro v.6.0, Oracle for Windows NT, HTML, Turbo PASCAL, COBOL, C Language Microsoft J++, Exsys Developer, Data Dynamics Reports, Seagate Crystal Reports

Software Packages

DOS, Windows 95/98/NT/2000, MS SQL Server 2000., MS Word, MS Excel, MS Powerpoint, MS Access, MS Front Page, MS Publisher, MS Project, MS Visio, Macromedia Flash, Macromedia Authorware, Macromedia Dreamweaver, Adobe Photoshop

WORK EXPERIENCE

System Development Staff, HRD-C (S) Pte. Ltd. (January 10, 2004 – Present)

Lot 7, Block 9, Phase 1, EPZA, Rosario, Cavite 4109

- Handles the SCAD (S) Pte. Ltd. Account – a Japanese-managed manufacturing company of wood products
- Involve in the development and maintenance of numerous application used in the production area of the company
- Provides technical support to the end-user of each system
- Conducts orientation and seminar for user familiarization of in-house systems
- Creates system documents such us Data Flow Diagram, Context Diagram, Flow Chart, User's Manual and Installation Manual for each system developed

Indexer, SPI Litigation Direct, Inc (October 06, 2003 – January 04, 2004)

PITC Bldg. Pascor Drive Sto. Nino, Paranaque City 1700; (632) 855-8600

- Handled US documents used in litigation proceedings
- Captured key information from documents and encoded to the company's database system based on the specification and instructions of the client

Data Analyst Trainee, Database Alliance Corp. (July 2003 – October 2003)

Ground Floor, Goldrich Bldg. 1, Km 17 Habay II,

Aguinaldo Highway, Bacoor , Cavite; (046) 571-0853

- Transformed important raw data from US legal documents into meaningful information to the company's database system based on the specification given by each client

EDUCATION

1998-2003 St. Paul College of Manila Ermita, Manila

- B.S. Computer Science
- Date Graduated: March 23, 2003
- 3rd Best Thesis Awardee

1994-1998 St. Mary Magdalene School Kawit, Cavite

- Graduated as First Honorable Mention
- Awarded as Most Outstanding Magdalenean Staff
- Editor-in-Chief of the school organ, The Magdalenean
- Consistent Honor Student

1987-1994 Aguinaldo Elementary School Kawit, Cavite

- Graduated as First Honorable Mention
- NEAT Top Notcher
- 8th place in the Science Quiz bee, Division Level
- Consistent Honor Student

PERSONAL DATA

Birthdate: November 05, 1981	Birthplace: Kawit, Cavite
Nationality: Filipino	Religion: Catholic
Status: Single	Age: 22 years old
TIN #: 227-695-091-000	SSS #: 33-8668123-4

ORGANIZATIONS

- Member, Junior Philippine Computer Society (2000-2003)
- Member, Paulinian Computer Society (1998-2003)
- Member, Arts and Photography Club (2000-2002)
- Member, Honor Society (2000-2001)
- Member, Christ Youth for Action (1998-1999)
- Class Out-Reach Committee Head, CompSci Council (2002-2003)
- Class Theater Committee Head, CompSci Council (2000-2002)
- Class Academic Committee Head, CompSci Council (1999-2000)

SPECIAL AWARDS/PARTICIPATION

- Participant, Quizbee: The Strongest Link (Nov 2002)
- Champion, Quizbee: Who wants to be an IT Wizard (Nov 2001)
- Champion (Member), Production Competition (Nov 1998,1999,2001)
- 1st Place (Member), Production Competition (Nov 2000)

REFERENCE

Mr. Luis Tanos

Computer Science Faculty Member
St. Paul College of Manila
680 Pedro Gil St. Malate
blue_archer@yahoo.com

Mr. Gary Palima

Assistant Supervisor (MIS-Software Section)
HRD-C (S) Pte., Ltd. Lot 7, Block 9, Phase 1, EPZA, Rosario, Cavite
g-palima@hrd-s.com

INTEREST

Reading magazines, watching movies, dancing, acting, organizing small events,
recycling papers and making small handicrafts

PROJECTS AND SEMINARS ATTENDED

Available upon request.