**FRANS MIGUEL U. COLENDRES**

Nazareth 7-21st

Cagayan de Oro City

miggycolendres@gmail.com

+63 9957962783

**CAREER OBJECTIVE**

 To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth as a career person.

**PERSONAL INFORMATION**

Date of Birth: March 1, 1996

Age: 22

Place of Birth: Cagayan de Oro City

Civil Status: Single

Citizenship: Filipino

Religion: Christian

**EDUCATIONAL ATTAINMENT**

College Level: Bachelor of Computer Science

Xavier University

Corrales street, Cagayan de Oro City

Bachelor of Science in Electro-Mechanical Technology University of Science and Technology of Southern Philippines

 Lapasan, Cagayan de Oro City

Secondary: Corpus Christi High School

 Macasandig, Cagayan de Oro City

 March, 2013

Primary: Holy Trinity Montessori School

 Nazareth 11-21st, Cagayan de Oro City

 March, 2007-2009

 Cagayan de Oro College

 Carmen, Cagayan de Oro City

 March, 2005-2007

 South City Central School

 Nazareth 6-21st, Cagayan de Oro City

 March, 2005

 Davao Precious Child Academy

 Davao City

 March, 2003

**SKILLS**

* Knowledgeable in Microsoft Office applications such as:

Microsoft Office Word

Microsoft Office PowerPoint

Microsoft Office Excel

* Have ample experience in an transcribing firm that had

cultivated my skills and abilities

* Have good communication skills in English and Filipino
* Able to establish and maintain good working relationships
* Able to deal with pressure properly
* Capable of working within a limited time frame

**WORK EXPERIENCE**

Transcriber at Accolade Resources, Inc.

Rosario Limketkai Ave, Cagayan de Oro, 9000 Misamis Oriental

May-November 2014

 Employed as a Customer Service Representative at

 Teleperformance Inc.

 Ayala Centrio Mall C.M. Recto Ave., corner Corrales Ave.

 Cagayan de Oro, 9000 Misamis Oriental

 September 18- up to date