

# FAYE PANDES BOLIVAR

Zone 1, Sta. Cruz, Nabua, Camarines Sur

[bolivar17faye@gmail.com](mailto:bolivar17faye@gmail.com)

0920-326-6981



## OBJECTIVE:

- To fulfill my aspiration that best fit my qualifications which can enhance my knowledge, skills, and talents for further career development.

## SKILLS:

- Computer Literate with refined skills in Microsoft Office (MS Word, Excel and Powerpoint)
- Hardworking and eager to learn
- Ability to work independently or as part of a team

## WORK EXPERIENCE:

### SUTHERLAND GLOBAL SERVICES INC.

#### GLOBAL TECHNOLOGY INFRASTRUCTURE (GTI)

#### CAMSUR

Nov. – Feb. 2019

IT Park, Provincial Capitol Complex Cadlan, Pili, Camarines Sur

*On the Job Trainee*

### MRF LENDING INVESTOR CORP.

Jul. 2019 – Aug. 2022

San Roque, Iriga City

*Account Officer* (July 2019- January 2020)

*Cash Custodian/ Branch Secretary* (January 2020- August 2022)

## CERTIFICATIONS/ ELEGIBILITY:

### CIVIL SERVICE-CAREER SERVICE PASSER (PROFESSIONAL LEVEL)

Bicol Region (August 2023)

### THREE- YEAR CERTIFICATE IN COMPUTER PROGRAMMING

Camarines Sur Polytechnic Colleges (2018)

### TWO-YEAR CERTIFICATE IN COMPUTER HARDWARE SEVICING/ TECHNICIAN

Camarines Sur Polytechnic Colleges (2017)

### ONE-YEAR CERTIFICATE IN DATA ENCODER

Camarines Sur Polytechnic Colleges (2016)

## EDUCATIONAL BACKGROUND:

### Tertiary :

**Camarines Sur Polytechnic Colleges**

San Miguel, Nabua, Camarines Sur

**Bachelor of Science in Information Technology**

2015- 2019

### Secondary :

**Nabua National High School**

San Miguel, Nabua, Camarines Sur

2011- 2015

### Primary :

**Sta. Cruz Elementary School**

Sta. Cruz, Nabua, Camarines Sur

2006-2011

## PERSONAL INFORMATION:

Date of birth: February 17, 1998

Place of birth: Naga City, Camarines Sur

Age: 26

Religion: Jehova's Witnesses

Nationality: Filipino

Height: 5'1"

Weight: 44 kg

Father's name: Rodolfo C. Bolivar

Occupation: Farmer

Mother's name: Lebita P. Bolivar

Occupation: Housewife

## CHARACTER REFERENCES:

### DANIEL B. PEREZ

GTI Manager, Sutherland Global Services Inc.

[danielperez@sutherland.com](mailto:danielperez@sutherland.com)

### ANDREW C. COLOCAR

O.I.C/ Branch Manager(MRF Lending Investor Corp.)

09925996724

*I certify that the above statements are true and correct.*

  
**FAYE P. BOLIVAR**