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**Objective:** To secure a position in a good company that will challenge and strengthen my professional and personal skills.

**EDUCATION:**

**Tertiary:** Garcia College of Technology

Bachelor of Science in Information Technology

**Secondary:** Sto. Niño Seminary

**Primary:** Kalibo Pilot Elementary School

**PERSONAL DATA:**

**Date of Birth:** January 31, 1991

**Nationality:** Filipino

**Civil Status:** Single

**Sex:** Male

**Age:** 25

**Language**

**Spoken:** English and Filipino

**SKILLS:**

* Ability to perform administrative and office support activities.
* Excellent communication and writing skills.
* Flexible and willing to perform any work designated.
* Responsible for other duties as assigned.

**COMPUTER LITERACY:**

* Proficient in Microsoft Office Applications.
* Efficient in research and using the internet.
* Well informed in Computer Troubleshooting, Assembly and Repair.

**EMPLOYMENT HISTORY:**

**IT Trainee**

**Cruztelco Telephone Company/Cruzcomm**

2012 – 2013

* Perform intermediate troubleshooting of hardware and software, and component replacement, installation, and repair
* Provide intermediate to advanced computer consulting to staff
* Test and debug newly installed software and hardware
* Clean internal printer and computer components when needed
* Deliver supplies as needed
* Perform additional duties as needed for the maintenance and improvement of computers
* Clearly report incident details, problems and solutions through appropriate communication methods
* Installing and configuring computer hardware operating systems and applications.
* Talking staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues.
* Setting up new users’ accounts and profiles and dealing with password issues.
* Working continuously on task until completion (or referral to third parties, if appropriate).

**Sales Assistant / Cashier**

**Fisher’s Sons Hardware**

June 2014-April 2015

* + Greeting customers who enter the shop.
  + Assisting the store manager with day to day business
  + Assisting shoppers to find the goods and products they are looking for.
  + Being responsible for processing payments.
  + Stocking shelves with merchandise.
  + Answering queries from customers.
  + Reporting discrepancies and problems to the supervisor.
  + Responsible dealing with customer complaints.
  + Attaching price tags to merchandise on the shop floor.
  + Receiving and storing the delivery of large amounts of stock
  + Keeping up to date with special promotions and putting up displays.
  + Enter transactions in the cash register and provide customers with the total bill

**•** Issue receipts and change to customers

**•** Count money at the end and beginning of each shift