**MEL**

**Personal Information**

Birthday : February 8, 1992

Sex : Male

Age : 24

Height : 5’3

Citizenship : Filipino

Civil Status : Single

**Educational Background**

**TERTIARY**

**LAGUNA STATE POLYTECHNIC UNIVERSITY**

**(Associate in Information Technology)**

Siniloan, Laguna

2009-2011

**SECONDARY**

**SINILOAN NATIONAL HIGH SCHOOL**

Siniloan, Laguna

2004-2008

**PRIMARY**

**BUHAY ELEMENTARY SCHOOL**

Siniloan, Laguna

1998-2004

**Skills**

* PC Trouble Shooting
* Knowledgeable in Software Installations
* Networking & Emailing
* Encoding / Typesetting
* Lay-outing
* Large format printing
* 45 words per minute
* Knowledgeable in MS Office, Photoshop, and Adobe Illustrator
* Cooking

**Training And Seminars Attended**

* **On Campus Training (OCT)**

Laguna State Polytechnic University, Siniloan Campus

College of Arts and Sciences

CAS Accreditation Center

May 31, 2010 – September 2, 2010

* **Philippine Youth Congress in Information Technology**

University Theater

UP Diliman, Quezon City

September 14, 2010

* **REFORESTATION: “Plant a tree, store some carbon”**

University Multi-Purpose Hall and Academic Gymnasium

LSPU Siniloan Campus, Siniloan, Laguna

August 13, 2010

* **Software Installations: Operating System, Application and Utility Software**

LSPU-SC Computer Laboratory 205

LSPU Siniloan Campus, Siniloan, Laguna

June 1,2010

* **PC Hardware Servicing**

LSPU-SC Computer Laboratory 207

LSPU Siniloan Campus, Siniloan, Laguna

May 29, 2010

* **Environmental Awareness featuring The 11th­ hour, Blue Planet and 2012**

University Mini Theater

LSPU Sinloan Laguna Campus

February 4, 2010

* **Global Awareness: Featuring the An Inconvenient Truth and Signos**

University Mini Theater

LSPU Siniloan Campus, Siniloan, Laguna

September 25, 2009

* **Philippine Youth Congress in Information Technology**

University Theater

UP Diliman, Quezon City

September 9,2009

**Work Exprience**

* **Four J Arts Printer Publisher**

Marikina Heights, Marikina City

Graphic Artist / Printing Machine Operator

April 1, 2011 – May 6, 2016

* **On the Job Training at JC Palabay Enterprises, Inc.**

Marikina Heights, Marikina City

Typesetter Graphic Artist

November 2010 – December 29, 2010

* **Jollibee Foods Corporation**

Siniloan, Laguna

Kitchen Crew

August 20, 2008 – February 19, 2009

* **Special Program for the Employment of Students (SPES)**

Siniloan, Laguna

Jollibee Foods Corporation

Siniloan, Laguna

Kitchen Crew

April-July 2008

**Job Seeker First Name / CV No: 1720494**

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