**Mark**



[**Mark.332406@2freemail.com**](mailto:Mark.332406@2freemail.com)

**Al Rigga, Deira, Dubai, UAE**

**JOB OBJECTIVES:**

* To seek a position where I fully utilize my knowledge, skills and attitude.
* Technical capability through continuous training and education, to grow in my mind and in my heart

**WORKING EXPERIENCE**

**Office Clerk/ Computer Teacher/MIS Coordinator**

Cabanatuan City Christian Institute

June 2014 – March 2016

Tasks and accomplishments

* School Program documentation
* Filing of Documents
* Troubleshooting of computer Hardware and Software
* Picture documentation of all events in the school
* Supreme Student Government Adviser
* In-charge in the maintenance of Computer Laboratory Hardware and Software
* Creating Microsoft Database of Books for the Library
* Creating Certificates for the Events in the School

**ON-THE-JOB TRAINING EXPERIENCE**

**On-The-Job Training 1 (250 Hours)**

*Department of Education, Division of Nueva Ecija*

*Accounting Section*

*DepEd Division of Nueva Ecija*

*Old Capitol Compound, Cabanatuan City (3100), N.E.* Philippines

***TASKS GIVEN DURING THE TRAINING:***

Clerical Work*, Photographer* and Photo-editing

**On-The-Job Training 2 (250 Hours)**

Legal and Administrative Department

DepEd NCR Division of Pasig City

Caruncho Ave., San Nicolas, Pasig City Philippines

March 2013 – May 2013

**TASKS GIVEN DURING THE TRAINING:**

Clerical Work*,* Created a simple database for employee’s leave record

**Achievements:**

Licence Professional Teacher

**EDUCATIONAL BACKGROUND:**

**TERTIARY:**

**Bachelor of Science in Information Technology**

Nueva Ecija University of Science and Technology

Cabanatuan city, Nueva Ecija, Philippines

June 2010- April 2014

**Post Graduate:**

**18 Units of Professional Education Subjects**

Araullo University, College of Education

Cabanatuan City, Nueva Ecija, Philippines

**SECONDARY:**

**Philippine Statesman College**

Cabanatuan City, Nueva Ecija, Philippines

June 2006- April 2010

**SEMINARS ATTENDED:**

**Cybercrime Law and Ethics for IT Professionals**

Auditorium, NEUST Main Campus, Sumacab Este, Cabanatuan City

November 22, 2012

**11th Philippine Youth Congress on Information Technology**

**SMX Convention Center, Pasay City**

*September 19, 2013*

**16th Annual Leadership Training Seminar: Leadership Challenges Towards PAVREA (Poverty Alleviation, Violence Reduction, and Environmental Aggradations)**

NEUST, Sumacab Campus *June 28-30, 2013.*

**This is IT: Mindset of Successful IT Professionals**

**Auditorium, NEUST Main Campus, Sumacab Este, Cabanatuan City**

*February 21, 2014*

**Virtualization of Data Centers**

**Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone**

*December 10, 2013*

**Skills and Abilities:**

* Computer literate
* Efficient with Microsoft Office 2003 / 2007 / 2010 / 2013 Application

- Word, Excel and, PowerPoint, Access, Publisher

* Typing (average: 30 - 45 words per minute)
* Video editing with PowerDirector 9 and 10
* Basic Photo Editing in Photoshop CC
* Basic UML diagram
* Basic MY SQL Databases

**Personal Data:**

**Age :** 23 years old

**Date of Birth :** December 19, 1993

**Place of Birth :** Cabanatuan City, Nueva Ecija, Philippines

**Sex :** Male

**Civil Status :** Single

**Citizenship :** Filipino

**Religion :** Catholic

**Weight :** 75 Kg

**Height :** 5’6

**Visa Status :** Tourist Visa - Expiration 02/06/2017

**I hereby certify that the above information given is true and correct.**