**LEMUEL**



[**LEMUEL.332636@2freemail.com**](mailto:LEMUEL.332636@2freemail.com)

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# PROFESSIONAL PROFILE

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To be a part of an organization where I could enhance my knowledge and talent for the development of both the organization and myself.

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# WORK EXPERIENCE

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**Naic Cable TV Corporation**

April 2014- June 2014

Assistant Technician (On-the Job Training)

Antero Soriano Highway, Naic, Cavite

**Key Roles:**

* INSTALLING CABLE

- Assisting the technicians in installing cable

- Configuring the television channels

- Conducting a survey for the client

* INSTALLING INTERNET  
  - Configuring the IP Address of the modem  
  - Installing the internet and checking internet connection  
  - Conducting a survey for the client
* TROUBLESHOOTING CABLE AND INTERNET0

- Checking for the damage cable wire, modem and splitter

**Ocwen Business Solutions Inc.** July 2015 to December 2015

IT Staff & Imaging Associate

Two Ecom Tower B Mall of Asia Complex Pasay City, Philippines

# Key Roles:

* DIAGNOSE COMPUTER PROBLEMS
* ASSEMBLING COMPUTER
* INSTALLING SOFTWARE
* CONFIGURING SOFTWARE AND DRIVERS
* UPDATING SOFTWARE
* PERFORM TEST ON COMPUTER EQUIPMENTS
* REFORMATTING COMPUTERS
* TEACHING CLIENTS TO USE PROGRAMS
* ANALYZING, ENCODING AND CLASSIFYING THE DOCUMENT.
* ENCODING & PERFORM OTHER WORKS AS ASSIGNED

**My Little Treasure Studio** January 2016 to November 2016 Graphic Designer

Ternate Cavite, Philippines

# Key Roles:

* MEETING CLIENTS TO DISCUSS THE OBJECTIVES
* EDITING IMAGES
* DESIGNING BANNERS INVITATIONS POSTERS AND FLYERS
* CREATING AND DESIGNING LOGOS
* BUYING MATERIALS NEEDED IN PRINTING PRODUCTS
* PRINTING THE FINISH DESIGN

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# EDUCATION

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•Bachelor of Science in Information Technology Cavite State University

Naic, Bucana Malaki, Cavite 2011-2015 Philippines

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# PERSONAL DATA:

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Age:

Date of Birth: Place of Birth: Citizenship: Language: Visa Status:

22 years old

September 17, 1994 Gen.Trias, Cavite, Philippines Filipino

English, Tagalog

# Visit Visa (valid till February 22, 2017)

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# NOTABLE SKILLS & COMPETENCIES INCLUDE:

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* Proficient in MS Office
* Skilled in Photoshop, Illustrator and InDesign
* Email, Social Media navigation
* Internet Rate
* Typing speed 45wpm
* Basic Troubleshooting
* Interpersonal communication skills
* Effective in multi-tasking

I hereby certify that the above information is true and correct to the best of my knowledge.