**JOMEL**

Position Sought: Document Controller/Technical Support/QA/Networking/Data Entry/Any Position

Age: 20 years old

Contact Details: C/o 050236057

E-mail Address: [jomel.342237@2freemail.com](mailto:jomel.342237@2freemail.com)

**Objective:**

* Recent graduate seeking a position in a progressive organization wherein I can utilize my educational skills that can help in achieving the goals of the company
* To make the most of my potential and discover new horizons in the field of Information Technology

**Skills:**

* Proficient in using main Microsoft Office and some programming languages like HTML and Visual Basic.
* Proficient in using the program HTML and use of CSS for web designing through self-study.
* Knowledgeable in networking.
* Ability to meet deadlines while ensuring the accuracy
* Ability to evaluate, prioritize, organize and delegate work schedules and ensure that assigned works are submitted before the deadline
* Can type at least 60-70 words per minute.

**Pre- Professional Experience:**

Work as an Implementation Intern (Implementation Department) at QnE Software Philippines, Inc. (June 2015- October 2015).

* Creating a TRS (Task Requirement Specification).
* Testing Payroll and Accounting System.

**Academic Qualification:**

**Primary** Padre Zamora Elementary School (Pasay City) 2003-2008

**Secondary** Sta. Clara Parish School (Pasay City) 2008-2012

**Tertiary** Adamson University (Ermita, Manila) 2012-2016

Bachelor of Science in Information Technology

**Seminars Attended:**

**Career Development for Internship**

Explain the skills on how to become a good employee and how professionals choose what to wear and how to act proficiently.

Adamson University, OZ AVR

May 14, 2015

**Microsoft Developer Network Session**

This seminar mainly explains on how to pull down a system that is made in 2-3 months in just 10-20 minutes by using assembly language. In addition, they had thorough discussion on how to use an asp.net to create a website.

Globe Telepark Valero, Valero St. Makati City.

May 21, 2015

**Career Development Seminar for Graduating Students**

In this seminar, they explain and share their skills on how to become outstanding employee and how to become professionals including what to wear during interviews, how to act professionally and how to get a job faster.

Adamson University, Adamson Theatre

July 29, 2016

**Personal Data:**

Language Spoken: English & Filipino (Fluent in written and spoken English)

Date of Birth: May 21, 1996

Nationality: Filipino

Religion: Catholic