

**Jefferson**

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Visa Status: Visit Visa

**Objectives**

Toobtain a position that will enable me to use my strong organizational skills,
educational background, and ability to work well with people.

**Profile**

**Birthdate :** February 16, 1989

**Civil Status :** Single

**Nationality :** Filipino

**Religion** : Roman Catholic

**Gender :** Male

**Height :** 5’8”

**Educational Attainment**

**A.Y. 2007- 2012 : Bachelor of Science in Information Technology**

**St. Dominic College of Asia**,

 Emilio Aguinaldo highway, Talaba, Bacoor, Cavite

**A.Y. 2002-2006 : Bucal National High School**

4112 Bucal 2, Maragondon, Cavite

**Work Experience**

**September 2015-January 2016 : Teleperformance (Comcast Central 3p)**

**(**Technical Support) 2258 Chino Roces Ave, Makati,

 Makati, Metro Manila

-Troubleshooting technical problem of customer's Cable, Internet, and Telephone service

-Provide technician on field if necessary

-Helping customer find a suitable package based on their needs

-Offering a new line of business

-Provide new equipment

**August 2013-August 2015 : Interglobe Technologies** (United Airlines)

(Travel Process Associate) Cyberpark, Fort Bonifacio, Taguig City

-Helping customers find a suitable package holiday or to plan independent travel

-Checking the availability of the chosen holiday by telephone or website

-Helping customers complete their flight reservation via phone

-Informing customers of any changes such as cancelled flights, and arranging alternatives.

-Collecting and processing payments

-Advising clients on travel arrangements, e.g. visas and passports

-Dealing with complaints or refunds

**Nov 2012 – Apr 2013 : OfficeStaff at House Research and Development** (Draftsman) Cavite Eco Zone II, Rosario, Cavite

-Handle Exterior design projects which requires production of the working drawings.

-Attend technical meetings, off-site production checks, post and pre construction conferences.

-Consults with the Senior Draftsman in the preparation of complete construction and conceptual drawings.

-Coordinates drawings with other CAD staff about the related drawings.

-Checks preparation of drawings made based on the approved design before submitting it to the Senior Design Architect to have the final checking.

**Qualification/Skills**

* Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines.
* Computer Literate in Microsoft Office, Google sketch, AutoCAD, Draft sight
* Knows basic programming in Visual basic and C++
* Strong verbal and personal communication skills.
* Proficient computer and internet application skill
* Established good working relationships with customers/clients.
* Exemplary problem solving skills, able to identify problems and implement corrective processes
* Flexible team player who prospers in a fast-paced work environment based on past experience
* Ability to meet established productivity, effectiveness, training, sales and quality goals, and accept and incorporate feedback.

**Seminar's and Training’s Attended**

August 2, 2008 **Introduction to CISCO Networking Academy Program**

St. Dominic College of Arts and Sciences, Bacoor, Cavite

November 04, 2010 **Android**

St. Dominic College of Arts and Sciences, Bacoor, Cavite

February 03, 2011 **Photography**

 St. Dominic College of Arts and Sciences, Bacoor, Cavite

March 3, 2011 **Building the Campus Career Gap**

St. Dominic College of Arts and Sciences, Bacoor, Cavite

September 22, 2011 **Y4IT**

U.P Theater, University of the Philippines, Diliman Q.C

October 13, 2013 **United Airlines North American Sales Reservation Training**

McKinley hill Taguig City

**Personal Oath**

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