**JONATHAN**

**JONATHAN.354532@2freemail.com**

**Career Profile**

* Highly Self-motivated and able to work independently.
* Dedicated and hard working with keen sense to details and quick grasp on systems and operations.
* Team player with good communication and interpersonal skills amongst colleagues and clients.
* Open to growth and committed to excellence and success.

**PROFESSIONAL EXPERIENCE:**

**Hashtag Connect L.L.C**

*Al Quoz 1, Dubai Bowling Centre, Dubai, United Arab Emirates*

*Graphic Designer/ Sales Executive (February 2016-October 2016)*

* A clean workplace is conducive for comfortable work with clients.
* Making bunch of sample design for the customer and for our display.
* Printing of reports will allow the management to review our progress.
* By requesting stocks, we had enough supply to satisfy our clients.
* Good conversation with the customer will lead us to a good market.
* Asking for their design to print on the shirts.
* By making designs for the customers will give us a chance for the corporate orders.
* Pressing the t-shirts to a heat press with 180 degrees of heat and checked by the clients will allow us to give the best that we can be.

**Identity Trading (T-shirt Factory)**

*Al Quoz, Alserkal Avenue, Dubai, United Arab Emirates*

*Graphic Designer/ Sales Executive (November 2013- December 2015)*

* A clean workplace is conducive for comfortable work with clients.
* Making bunch of sample design for the customer and for our display.
* Printing of reports will allow the management to review our progress.
* By requesting stocks, we had enough supply to satisfy our clients.
* Good conversation with the customer will lead us to a good market.
* Asking for their design to print on the shirts.
* By making designs for the customers will give us a chance for the corporate orders.
* Pressing the t-shirts to a heat press with 180 degrees of heat and checked by the clients will allow us to give the best that we can be.

**Southern Philippines Medical Center, Philippines**

*J. P. Laurel Avenue, Davao City*

*Billing Executive/ IT Support Engineer (April 2012 – August 2013)*

* Checking the completeness of insurance claims attachments.
* Evaluation of all claims from various medical departments.
* Classification and sorting of insurance claim according to medical case category and payment terms.
* Consolidate and file all required insurance claim documents.
* Schedule and encoding of all the claims for transmittal.
* Submission of all claims to PHIC office.
* Troubleshoot and diagnose computer system.
* Upgrading system such as software and hardware with safety procedures.
* Installation of software such as operating system, drivers and utilities.

**Department Of Social Welfare and Development (DSWD)**

*Uyangguren, Davao City, Philippines*

*Area Supervisor (National Household Targeting System for Poverty Reduction-NHTS-PR)*

*December 2011- March 2012*

* Check and gathering all the survey forms in a day.
* Demographic distribution of the forms on the assigned area.
* Obtain required and essential information on surveyed population.
* Efficiently evaluate all filled up forms at the end of the day.
* Weekly submission of report to assigned area coordinator.

**Kent’z Internet Cafe**

*Kalawag 2, Isulan, Sultan Kudarat, Philippines*

*Technical Engineer/ Café Attendant (May 2010- November 2011)*

* Configure Computer systems and Networks
* Maintain Computer Systems and Networks
* Troubleshooting in case of system failure
* Monitors login and logout of clients
* Facilitate and assist customer needs and queries
* Oversee the daily operation of the café and proper maintenance of all units

**PROFESSIONAL SKILLS:**

* Freelance Graphic Artist
* Excellent knowledge in Adobe Photoshop, Illustrator, InDesign
* Excellent knowledge in Sculptris (3d making Design)
* Knowledge in Microsoft Office Applications
* Basic knowledge in Troubleshooting, MYSQL, HTML, LINUX, PROGRAM LANGUAGE, VISUAL
* Basic knowledge in Networking, familiar in WLAN, LAN

**EDUCATION:**

Bachelor of Science in Computer Engineering (2005-2010)

**Sultan Kudarat State University , Philippines**