**JAYPEE**

**JAYPEE.359104@2freemail.com**

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PERSONAL PROFILE

Highly motivated & organized, capable and confident of working independently as well as in group. A fast learner who possesses good interpersonal skills and is comfortable in interacting with all levels of management.

**EDUCATION**

**Bachelor of Science in Computer Science**

 Lipa City Colleges

 Lipa City

 March 2006

**Secondary Level**

 Padre Vicente Garcia Memorial Academy

 Rosario, Batangas

 March 2001

**Primary Level**

 Sampaloc II Elementary School

 Sariaya, Quezon

 March 1997

**TRAINING**

* ON Job trainee

Malarayat Rural Bank Lipa City

**SKILLS**

 Installing Programs, Troubleshooting, repairing desktop computers, Networking LAN and WAN, PC Assembly, Repair laptop hardware and software, Installing Microsoft office and setup email account in Microsoft Outlook.

**WORK EXPERIENCE**

* **GO SIGLA DISTRIBUTION INC. (GSDI)**

Sales Field

 Block 1 lot 18 Grandriverstone,

 Brgy.Dita, Sta. Rosa Laguna

 Laguna City

Jan 11, 2016 to present

* **MULTI-MEGA DEVELOPMENT SERVICES COMPANY (ADMC BIÑAN)**

 IT Staff

 Brgy. Canlalay, Biñan City Laguna

December 08, 2014 to June 15, 2015

* **DIAMOND DISTRIBUTIONS INC. (DDI)**

IT Staff / HR Staff

 Brgy.Pulong Sta. Cruz, Sta. Rosa Laguna

 Laguna City

June 17, 2014 to November 27, 2014

* **CHRIS PC SOLUTION**

Sales Technician

2ND Floor Cyberzone SM Calamba

 Brgy. Real, Calamba City

 June 09, 2013 to March 23, 2014

* **E TECHNOLOGY PRODUCT DISTRIBUTIONS INC. (PC BROKER)**

 Computer Technician/Sales Staff

 2ND Floor Cyberzone SM Calamba

 Brgy. Real, Calamba City

 January 01, 2011 to November 04, 2012

* **WEDUSCOM COMPUTER CENTER**

Computer Technician/Sales Staff

 3rd Floor SM Lucena

 Brgy. Ibabang Dupay, Lucena City

 September 17, 2009 to December 30, 2010

* **TANAUAN COMPUTER CENTER(INTERCOM)**

Computer Head Technician/ Sales Staff

 J.P Laurel Highway, Tanauan City

 January 5, 2009 to July 31, 2009

* **RIALS COMPUTER CENTER**

Computer Technician/Sales Staff

 2nd Floor SM Batangas

 Pallocan West, Batangas City

 January 2, 2007 to January 3, 2009

**JOB DESCRIPTION**

* Troubleshoot, diagnose, repair, and verify defects within a variety of computer desktops and laptops.
* Repairing software and hardware of desktop and laptop computers.
* Replacing laptop parts such as processor, motherboard, lcd, memory, hard disk, optical disk drive, inverter and etc.
* Set up email account using Microsoft Outlook
* Installing Operating System and Microsoft Office
* Maintaining or repairing equipment
* Configuring computer networks

**PERSONAL BACKGROUND**

 Age : 32 years old

Birthday : September 14, 1984

Sex : Male

Height : 510

Weight : 68kg.

Citizenship : Filipino

Civil Status : Single

Religion : Christian

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**