*Jean*

[Jean.373231@2freemail.com](mailto:Jean.373231@2freemail.com)

Objective

To use my skills in the best possible way for achieving the company’s goals and to keep up with the cutting edge of technologies.

**Education**

**Tertiary**  Laguna State Polytechnic University

Sta. Cruz, Laguna

Bachelor of Science in Electronics Engineering

SY: 2010 – 2017

**Secondary**  Kabulusan National High School

Brgy. Kabulusan Pakil Laguna

SY: 2006-2010

**Primary**  Star of Hope Christian School

Taytay, Rizal

SY: 2000-2006

**Technical Skills**

1. AutoCAD application and diagramming.

2. Proficient and highly capable in MS Office application.

3. Knowledgeable in MS Excel, MS Power Point, and MS Word.

4. Proficient in basic electronics and schematic diagrams.

5. Strong communication skills both verbal and written.

6. BOQ (Billing of quantities) / BOM (Billing of materials)

Work Experience

* 7 months Intern at Philippine Long Distance Company (Telecom company)
* 3 months AutoCAD Operator at ENERTEL Inc.
* Maintain documentations of system installation and maintenance procedures.
* Performs system testing to evaluate performance and functionality.
* Performs regular inspections to identify defects and replacements.
* Creates technical drawings and plans for building and manufacturing by using computer-aided design and drafting
* Install and assemble of electronic system based on technical specifications.
* Repair and maintain electronic systems as needed.
* Maintain inventory control of electronic components and tools.

Coordinate with management to determine deadlines for the assigned tasks.

* 1 yr AutoCAD Designer in Thesis prototype

Personal Information

* Civil Status : Single
* Citizenship : Filipino
* Sex : Male
* Date of Birth : April 3, 1994
* Age : 23
* Place of Birth : Sta. Cruz, Laguna
* Religion : Roman Catholic
* Height : 5’8.5’’
* Weight : 64 Kgs
* Languages : English and Tagalog (Filipino)

“I am very excited to learn more about this opportunity and share how I will be a great fit for your company. Thank you for your time and consideration.”