

Norman

[Norman.243878@2freemail.com](mailto:Norman.243878@2freemail.com)

**BS- Information Technology**

**Major in Management Information Systems**

**Personal Data:**

* **Age:** 26 years old
* **Birthdate:** April 20, 1991
* **Civil Status:** Single
* **Gender:** Male
* **Height:** 5’9’’
* **Weight:** 140lbs

**Credentials**

* Excellent in written and spoken English, Tagalog and Cebuano
* Excellent in Microsoft Word, Excel, and PowerPoint (Microsoft Office)
* Excellent in Computer Programming
* Excellent in Computer Hardware Servicing & Networking (Technical Support)
* Excellent in Typing & Data Entry Skills
* Experienced in Photo, Video and Audio Editing
* Experienced in Managing a Business
* Fast Learner and Attention to details
* Works in Minimum Supervision
* Adaptability and ability to work under pressure
* Willing to try new things and interested in improving efficiency on assign tasks
* Ambitious, Persistent, Reliable, Friendly, Responsible, Goal-Oriented, Customer Oriented, Public Speaker, Motivate Others

**WORK EXPERIENCE**

* **IT Technician / Car Parking Manager**

Doha Exhibition and Convention Center (DECC) Site

Computer Station Co.

Bldg. No. 82, Al Ghazali St, Uhm Lakhba Area, Al Duhail South

September 2015 – April 2017

* **Accounting Staff / Bookkeeper**

Unified Communications One Corporation (UC-1 Corp.)

     Corrales Avenue, Cagayan de Oro City

     September 2013 – August 2015

* **Computer Operator**

Misamis Oriental-1 Rural Electric Service Coop., Inc. (MORESCO-1)

Poblacion, Manticao, Misamis Oriental

May 2013

* **Document Controller / Data Entry**

National Statistics Office Project Outsource (NSO)

Eastern Terra Enterprises

Poblacion, Naawan, Misamis Oriental

February 2013

* **On-The-Job Training**

Management Information Systems Division

Province of Misamis Oriental Office

Provincial Capitol, Cagayan de Oro City

April 2012 – May 2012

* **Special Program for Employment of Students**

Management Information Systems Division

Province of Misamis Oriental Office

Provincial Capitol, Cagayan de Oro City

April 2011 – May 2011

**SEMINARS AND TRAININGS ATTENDED**

* **Customer Service Seminar**

Unified Communications One Corporation (UC-1 Corp.)

Cagayan de Oro City

February 2, 2014

* **10th Iligan City Computer Fair**

Mindanao State University at Iligan Institute of Technology

Iligan City

September 19, 2012 – September 21, 2012

* **10th Philippine Youth Congress on Information Technology**

University of the Philippines

Diliman, Quezon City

September 10, 2012 – September 14, 2012

* **9th Iligan City Computer Fair**

“Information Freedom: Ethical Computing Towards Responsible Netizenship”

Mindanao State University at Iligan Institute of Technology

Iligan City

September 22, 2011

* **TRAINING and DEVELOPMENT for CALL CENTER AGENT (NCII)**

Quezon City, Philippines

July 6, 2009 – July 22, 2009

REFERENCES AVAILABLE UPON REQUEST