

AARON ACE G. DOMINGO

3115 DOMINGO ST., STA. VERONICA GUIMBA, NUEVA ECIJA

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Contact #: 09953861193 / 09516003397



OBJECTIVES:

To obtain a position where I can apply my skills in data entry, procurement support, and web development (PHP, MySQL, HTML, CSS), while providing efficient virtual assistance and administrative support.

I am also skilled in driving both motorcycles and sedan-type vehicles, which adds flexibility for on-site or field-related tasks when needed.

EMPLOYMENT BACKGROUND

- Local Government Unit – Guimba Nueva Ecija (Procurement Staff / Data Encoder) (2019 – 2024)
- On-The-Job Training at Land-tax Office, Local Government Unit (LGU) Municipality of Guimba, Nueva Ecija for 3 months
(Clerk / Data Encoder / Computer Troubleshooting) (2018)
- Part-time guitar instructor at Our Lady of the Sacred Heart College of Guimba Inc. for 6 months (2018)
- Student Assistant at Our Lady of the Sacred Heart College of Guimba Inc. for 6 months
(Maintenance Personnel at the School Clinic Computer System and Data Encoder) (2017)

EDUCATIONAL BACKGROUND:

2014 – 2018 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Our Lady of the Sacred Heart College
St. John Guimba Nueva Ecija

2008 – 2012 HIGH SCHOOL DIPLOMA

Our Lady of the Sacred Heart College
St. John Guimba Nueva Ecija

2002 – 2008 ELEMENTARY CERTIFICATE

Our Lady of the Sacred Heart Academy
St. John, Guimba Nueva Ecija

ACADEMIC RECOGNITION AND SKILLS

SKILLS

- COMPUTER LITERATE / KNOWLEDGE IN PHP / MySQL / HTML / WEB DESIGN
- COMPUTER INFORMATION, DIAGNOSIS AND TROUBLESHOOTING, MICROSOFT WORD, POWER POINT AND EXCEL
- CAN HANDLE CUSTOMER COMPLAINTS AND TRAFFICS
- CAN DRIVE MOTORCYCLE AND CARS (SEDAN) WITH VALID PHILIPPINE DRIVER'S LICENSE
- CAN ALSO INSTRUCT OR TEACH STUDENTS WITH REGARDS TO MUSIC AND MUSICAL INSTRUMENTS

LANGUAGE PROFISIENCY

ENGLISH AND FILIPINO

PERSONAL INFORMATION

Age	29 years old
Date of Birth	May 28, 1996
Place of Birth	Cabanatuan City
Citizenship	Filipino
Civil Status	Single
Gender	Male
Height	5”7
Weight	70kgs
Religion	Christian / Roman Catholic

CHARACTER REFERENCES

Alicia G. Domingo
Public School Teacher / DepEd Philippines
Contact No: 09684691150 / 09618772984

Rommel C. Lizarondo
HRMO - LGU Guimba

I hereby certify that the facts contained in this application are true to the best of my knowledge.

Aaron Ace G. Domingo
Applicant