



Adrian Parado

Profession

 Rizal Philippines

 0900000000

 aparado3@gmail.com

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Skills

- Self-Motivated
- Problem-Solving
- Critical Thinking
- Clerical Support
- Decision-Making
- Dependable and Responsible
- Active Listening
- MS Office
- Google Workspace
- Maintenance and Repair
- Written Communication

Education

- **Bachelor of Science: Information Technology**
National University - SM Fairview Complex, Quirino Hwy, Corner Regalado