



Alcanzo, John Cleo B.

Area 4 Peaceful St. Sitio Veterans Brgy. Bagong Silangan Q.C. • cleo.alcanzo12@gmail.com
•+639998225925 •+639271568735

About me

3rd Year BSIS Student at Technological University of the Philippines - Manila who are currently looking for a part time job to support my needs in college and also to help my family.

Objective

To acquire knowledge, skills, and experience to make my learnings in school be more polish and to apply it in an actual job environment. In return, I will offer my service and determination to be an asset to your company throughout the time of my working period.

Education

Primary Education

Stepstone Christian Academy (2009-2015)

- 1st Honorable Mention

Secondary Education

Highschool Diploma, National College of Business and Arts – Fairview (2015 – 2021)

- With Honors

Skills

- Good Communication skills with both written and oral
- Responsible for all the task assigned
- Time management
- Multitasking
- Fast Learner, capable of self-learning, and willing to attend training
- Has technical skills when it comes to using MS Office
- Code of conduct
- Self-motivated with excellent work ethic
- Analytical skills