

Martin Lawrence M. Caringal

412 Peachgrove Road, Fairfield Hamilton, 3214
0221248553 | caringallawrence5@gmail.com

Personal Details

- Date of Birth : 02 July 2000
- Marital Status : Single
- Nationality : Filipino
- Driving Licence : Learners
- Visa Status : Resident

Personal Profile Statement/Career Objectives

Dedicated professional with a diverse background, strong work ethic, and a passion for learning. Committed to excellence and seeking opportunities for collaborative innovation and effective service delivery.

Work Experience / Volunteer Work

- **Administrative Staff** March 2022 - June 2022
Enp. Ivan Stephen F. Fadri, CPA, CESE, Guinobatan Calapan
 - Oversaw the administration of the DILG social media page.
 - Managed and organized documents efficiently.
 - Provided technical support to colleagues for technological issues.
 - Proficiently edited media, including video presentations and images.
 - Diagnosed and resolved issues with computers and printers promptly.
 - Assisted barangay officials with addressing their complaints effectively.

Education And Qualifications

- **Mindoro State University, Masipit Calapan City Oriental Mindoro** Jun 2018 - Aug 2022
Bachelor of Science in Information Technology
Tertiary
- **AMA Computer Learning Center, San Vicente East Calapan City Oriental Mindoro** Jun 2016 - Apr 2018
Information Communication Technology
Secondary (Senior High School)

Summary Of Skills And Qualifications

- **Industrious:** A dedicated and industrious professional committed to delivering exceptional results.
- **Diligent:** Possesses a diligent work ethic, consistently meeting high standards of quality.
- **Team player:** Able to excel as a team player, fostering collaboration and achieving shared goals.
- **Flexible:** Adaptable and fast learner with the ability to thrive in dynamic work environments.
- **Punctual:** Able to prioritize tasks and demonstrate reliability in meeting deadlines.
- **Disciplined:** Maintains a disciplined approach to work, optimizing productivity and efficiency.
- **Resilient:** Possesses the ability to overcome challenges and drive continuous improvement of productive atmosphere.
- **Communication:** Highly articulate, with the ability to convey ideas clearly and effectively, making complex concepts easily understandable for diverse audiences.
- **Computer literate:** Capable of dynamically handling a wide range of computing tasks, proficient in Microsoft 365, and adept at utilizing its suite of tools to enhance productivity and efficiency.

Reference

- **Enp. Ivan Stephen F. Fadri, CPA, CESE - Department of Interior Local Government**
iffadri@dilg.gov.ph/vonnfadri@gmail.com
09175092340/09399260158
- **John Edgar S. Anthony - Mindoro State University**
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- I hereby certify that the above information is true and correct according to my knowledge and belief.



Martin Lawrence M. Caringal
Applicant