

JOSHUA V. DELOS SANTOS



jdsantos0323@gmail.com



(+63) 926-922-3932



Permanent: San Miguel Bulacan
Current : B3 L2 Ph2 Buena Rosa 9 Macabling City of Sta. Rosa, Laguna

DESCRIPTION

I am seeking the position of Administrative Officer, where I can leverage my background in Information Technology while gaining valuable real-world experience. My goal is to improve my knowledge, acquire new skills, and contribute to enhancing the company's systems and processes.

PERSONAL DATA

DATE OF BIRTH: March 23, 2001

AGE: 23

HEIGHT: 173cm

WEIGHT: 74kg

CIVIL STATUS: Single

RELIGION: Roman Catholic

LANGUAGE: Filipino

EDUCATION

Bachelor of Science in Information Technology,
Graduated Year: 2023, ACLC Baliuag.

AUTOMOTIVE, Graduated Year:2019, ICBT San Miguel Bulacan.

San Miguel National High School, Graduated Year: 2017, San Juan, San Miguel Bulacan.

Magmarale Elemetary School, Graduated Year: 2013, Magmarale, San Miguel Bulacan.

AWARDS AND CREDENTIALS

- Dean's Lister (2021 - 2022)
- Cum Laude

SKILLS

- Hardware/ Troubleshooting
- Graphic Design
- HTML, CSS, and Bootstrap
- Microsoft Office Word, Power point and Excel

EXPERIENCE

Pandayan Bookshop

Customer Service Specialist

April 22, 2024 – Oct 4, 2024

Charoen Pokphand Foods Philippines Corp.

Administrative Officer

Jan 02, 2024 – April 10, 2024

On-the-Job Training

Hardware and Data Encoder

Local Government of San Miguel Bulacan

Oct 17, 2022 – Feb 6, 2023

Immersion Training

Assistant Mechanic

ISUZU Cabanatuan City

Nov 29, 2018 – Feb 9, 2019

CHARACTER REFERENCES

Mr. JIMMY MANUZON

Pandayan Manager

Pandayan, San Miguel, Bulacan

0933-825-4691

Mrs. JULIE ANN C. BURUAN

Elementary Teacher

Biclat, Elementary School San Miguel,

Bulacan

0906-058-0235