



MARCOS DAWSON JAMES

PROFILE

Career Objective

I am looking for a challenging job within the industry, that will enable me to creatively showcase my talents all the while challenging me to adapt new skills and process needed to advance within my chosen career path.

CONTACT ME

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☎ 0905-2322-895

EDUCATION

Primary

Victoria West Elementary School
2007-2013

Secondary

Victoria National Highschool
2013 - 2017

**Central Luzon Doctor's Hospital
Educational Intitution**
2017 - 2019

Tertiary

Tarlac State University
Bachelor of Science in Information
Technology
Cum Laude
2019 - 2023

SKILLS

Adaptability

Attention to detail

Hardworking

Multitasking

Communication

TECHNICAL SKILLS

Microsoft Office

Adobe Photoshop

Hardware Troubleshooting

Website Development

Software Troubleshooting

CERTIFICATES

- Responsive Web Design
- Sales and Marketing Talks
- IT and Software talks
- BPO and Customer Service talks
- TechTrends: Cybersecurity

PROFESSIONAL ELIGIBILITY

- Civil Service Commission - Professional
- Honor Graduate Eligibility

WORK EXPERIENCES

Job Order - Clerk

12/2023 - Present
Social Security Systems Taguig Branch - Account Management
Sections

- Oversees transmittals within the sections
- In charge of consolidating the reports for the Branch's collection for every month
- Assist any concerns regarding the technical difficulties of the SSS systems

Website Development and All-around Support Intern

02/2023 - 06/2023

Tarlac Provincial Hospital - Medical Records Department

For the first 2 months, we were tasked to make a program, a borrowing system to take note of the records of the patients that is being borrowed by the doctors of the hospital. Then for the rest of the internship we provided general support for the employees.