



ABOUT ME

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.



JOBS EXPERIENCE

December 2023- Present

Social Security System Taguig Branch

Job Order - Clerk

- Attends to clients' inquiries, complaints and requests for assistance.
- Assists in the performance of mapping-out coverage operations, and collection.
- Creates, updates and maintains profiles of employer, JO and Contractual personnel from LGUS and other government agencies
- Receives, screens, records and controls incoming and outgoing correspondence, and distributes them to persons concerned.
- Maintains a systematic and orderly file of records, reports, memoranda, correspondence and other documents of the section



SKILLS

- Web Design
- Marketing
- Video Editing
- Customer Service
- Photo Editing
- Poster Making



TECHNICAL SKILLS

- HTML5
- Python
- CSS3
- JavaScript
- SQL



INTEREST

- Game Development
- Video Games
- App Development
- Badminton



CURRENT PROJECT

- Website Portfolio

DAWSON JAMES MARCOS



CONTACT ME



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Victoria, Tarlac | Philippines



EDUCATION

Bachelor of Science in
Information Technology

Tarlac State University | Cum Laude
2019 - 2023



REFERENCES

ROSE ANN F. BUENCONSEJO

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