


# Generao Jonas

Undergraduate

 Imus Cavite, Philippines 4104

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To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective, and also to gain new experience and to utilize my interpersonal skills to achieve these goals.



## Skills and Seminar

- MS Word, PowerPoint & Excel
- Windows Installation
- Computer Troubleshooting
- SEMINAR / WORKSHOP
- Work Immersion 2019
- Internet of Things: Overview 2020
- Codefest 2021

●●●●●  
Very Good

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Excellent

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Very Good



## Work History

### Support Representative

*Harte Hanks, Taguig City*

### Front Desk Assistant

*City Hall of Makati, Makati*

- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Greeted visitors and customers upon arrival, offered assistance and answered questions to build rapport and retention.



## Education

### Bachelor of Science in Information Technology: Information And Network Security

*College University of Makati Undergraduate*

*University of Makati*

### High School Diploma

*Junior High School Imus National High School*

2021-05 - Current

2020-01 - 2020-03

2018-01 - 2020-01

2013-01 - 2018-01