

Jo Lyndon A. Relleve Jr.



CAREER OBJECTIVES

Seeking a challenging career with a progressive organization that provides opportunities to capitalize my capabilities; where I am able to find wide-ranging applications of acquired knowledge for professional growth while contributing success to the company.

PERSONAL PARTICULARS

Age	: XX years old	Nationality	: Filipino
Sex	: Male	Civil Status	: Single
Birthdate	: October XX , 2XXX	Height	: 1.73 m (5' 8 ft)
Birthplace	: Sta. Cruz, Manila	Weight	: 69.1 kg (152.3 lbs)

CONTACT INFORMATION

Current Address	: B-X L-XX XX-XXXXX St. San Antonio South, BXXX, 4XXX, LXXXXX, Philippines		
Mobile No.	: 099X-XXX-XXX4	Residence No.	: 5XX-6XXX
Email Address	: jXXXXXXXXjr@gmail.com		

EDUCATIONAL BACKGROUND

Tertiary	Bachelor of Science in Computer Engineering Polytechnic University of the Philippines (Sta. Mesa) 1016 Anonas, Sta. Mesa, Maynila, Kalakhang Maynila 2021 - present
Secondary	Accountancy Business Management (ABM) San Pedro College of Business Administration 27 Lotus St, San Antonio, San Pedro, 4023 Laguna 2XXX - 2XXX Pacita Complex National High School Sampaguita St. Pacita Complex I, San Pedro, Laguna 2XXX - 2XXX
Primary	San Pedro Central Elementary School J Luna St, San Pedro, Laguna 2XXX - 2XXX Sampaguita Village Elementary School 27 Lotus St, San Antonio, San Pedro, 4023 Laguna 2XXX - 2XXX

SKILL SETS

Technical Skills

PC hardware troubleshooting
Proficient in Microsoft Office (Word, Excel, PowerPoint, & Publisher)
Basic programming (Python, C#, JavaScript)
Knowledgeable in graphic design

Soft Skills

Excellent verbal and written communication skills
Adaptable and receptive to training
Organized and efficient
Proven conflict resolution skill
Ability to translate ideas into unconventional solutions

ACHIEVEMENTS

Recognized Outstanding Scholastic Performance - 'With High Honors' 2020 - 2021
Academic Excellence Awardee - 'With Honors' 2016 - 2020
Honor Society 2015 - 2016

REFERENCES

Available upon request*