



JAMES ALBERT J. GONZALES



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33 Camella St. Greenpark Village Cainta, Rizal

EDUCATION

**ICCT COLLEGES
FOUNDATION INC.**
2019 - 2024

**POLILLO NATIONAL HIGH
SCHOOL**
2007 - 2011

**POLILLO CENTRAL
ELEMENTARY SCHOOL**
2001 - 2007

SKILLS

- Basic computer literacy skills
- Basic knowledge in Excell, MS word, Power Point
- Creative and good research skill
- Basic knowledge in HTML and CSS
- Verbal and written communication skills

REFERENCES

David A. Pau

Civil Engineer

Phone: +639209073259

Email: dapconst@yahoo.com

Gina L. Elma

CBC President

Phone: +639178698597

OBJECTIVE

Eager to apply my knowledge and skills in a dynamic work environment to contribute to team success while continuously learning and growing professionally

WORK EXPERIENCE

D.A.P CONSTRUCTION

2014 - 2024

Liaison Officer

- Manage depositing and encashing the company's money at the bank
- Managing the purchase of vehicle parts or equipment needed by the company.

National Police Commission (NAPOLCOM)

I.T Technician

- Assist in the conduct of online meeting and conference at the Conference Room and other Commission-related meetings
- Install and configure hardware and software components to ensure usability
- Troubleshoot hardware and software issues
- Conduct daily backup operations

PERSONAL INFORMATION

Age - 30

Gender - Male

Civil Status- Single

Religion - Roman Catholic

Date of Birth - October 28, 1994

Place of Birth - Polillo, Quezon

Father - Jimmy A. Gonzales

Mother - Andrea M. Jaranilla
(Deceased)