



JAMES CLAVERIA

IT SUPPORT

CONTACT

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- ✉ jamesclaveria16@gmail.com
- 📍 Canocotan, Tagum City

EDUCATION

2018 - 2020
TAGUM CITY NATIONAL
HIGH SCHOOL

- Humanities and Social Sciences (HUMSS)

2021 - 2025
UM TAGUM

- Bachelor of Science in Information Technology (BSIT)

SKILLS

- Teamwork
- Time Management
- Effective Communication
- Critical Thinking

LANGUAGES

- Filipino – Native
- English – Intermediate
- Bisaya – Native

PROFILE

Bachelor of Science in Information Technology graduate with hands-on experience in IT support, system troubleshooting, and basic programming. Proficient in hardware and software maintenance, eager to contribute to a professional IT environment.

INTERNSHIP EXPERIENCE

● Hijo Resources Corporation

IT Intern

- Developed a ticketing system using Microsoft Power Platform tools.
- Assisted in troubleshooting software and providing technical support during the internship.
- Learned workflow automation and basic system management.

PROJECTS / ACADEMIC EXPERIENCE

● E-Commerce Website Project

(Laravel)

- Created a shoes e-commerce website using Laravel.
- Developed features like product catalog, shopping cart, user authentication, and checkout.
- Managed database and website functionality to ensure smooth user experience.
- Applied basic web development and programming skills in a practical project.

● Computer Tech Support

(School Activity)

- Provided assistance in basic software installation, system configuration, and hardware troubleshooting for the school computer lab.

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Good day,

I am writing to express my interest in applying for any suitable entry-level position related to Information Technology in your organization. I am a recent graduate of Bachelor of Science in Information Technology from University of Mindanao – Tagum College (UMTC).

As a fresh graduate, I have gained basic knowledge in computer systems, basic networking, basic programming, and technical support through my academic coursework and internship experience. During my studies, I completed projects such as developing a simple e-commerce website using Laravel and participated in system-related tasks that strengthened my technical foundation. I also completed my internship at Hijo Resource Corporation, where I was assigned to assist in developing a ticketing system using Microsoft Power Platform tools.

I am highly motivated, willing to learn, and eager to apply my academic knowledge in a professional work environment. I am adaptable, responsible, and open to training and continuous improvement. I believe these qualities will allow me to contribute positively to your organization.

Attached herewith is my resume for your review. I would welcome the opportunity to discuss how my skills and qualifications may be of value to your team.

Thank you for your time and consideration.

Sincerely,



James M. Claveria