

Jan Calvin G. Valenzuela

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CAREER OBJECTIVE:

To enrich and gain skills in the IT Industry, especially in programming and to further know more knowledge about Information Technology and to exercise excellent working attitude.

EDUCATION:

TERTIARY EDUCATION: Manila Central University – Caloocan City
Bachelor of Science in Information Technology
Year Graduated: 2014-2019

SECONDARY EDUCATION: Manila Central University
EDSA, Monumento, Caloocan City
Year Graduated: 2010-2014

PRIMARY EDUCATION: Morning Breeze Elementary School
Pilar Rd, Morning Breeze Subdivision, Caloocan City
Year Graduated: 2004-2010

TECHNICAL SKILLS:

- Basic Hardware Troubleshooting.
- Programming Experience (Visual Basic, HTML, CSS, Sass, JavaScript, Bootstrap, PHP, MySQL)
- Microsoft Office (MS Word, Excel, Powerpoint, Internet, etc)
- Adobe Photoshop

PERSONAL SKILLS:

- Good written and verbal communication skills
 - With friendly and outgoing personality
 - Highly organized and efficient
 - Flexible and quick learner who can adapt to new responsibilities
 - Ability to work as a part of a team
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ACHIEVEMENTS / RESPONSIBILITIES:

- **BEST RESEARCH AWARD (BSIT)**
Title: Barangay Electronic Clearance Using QR- Code (2019)
 - **MOST PROFICIENT INTERN (BSIT)**
Hair-S Philippines Inc. / ITEK Business Solutions, (2018-2019)
 - **JUNIOR PHILIPPINE COMPUTER SOCIETY (JPCS)**
Auditor (2018-2019)
 - **Microsoft Office Specialist: Microsoft Excel 2016: Core Data Analysis, Manipulation and Presentation**
La Consolacion University Philippines, Malolos, Bulacan. (April 2019)
 - **Certificate of Completion: Dispatcher Degree and Technician Degree**
ConnectWise University (January 27, 2019)
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SEMINARS / TRAININGS:

- **TECH TUTOR 9**
"EMPOWERING EDUCATION IN A CONNECTED WORLD"
Megatrade Hall 2, SM Megamall (2017)
 - **IT TALKNOLOGY**
"VIRTUAL REALITY AND PYTHON PROGRAMMING"
Manila Central University (2018)
 - **MACRO PROGRAMMING USING MS EXCEL APPLICATION**
Manila Central University (2018)
 - **VISUAL BASIC PROGRAMMING COMPETITION**
Manila Central University (2018)
 - **8th I.T. SKILLS OLYMPICS**
University of Makati (2018)
 - **7TH PSITE – NCR Student Congress**
"Fostering Startup Culture in Academe towards a Richer Philippines"
Adamson University (January 2019)
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PRE PROFESSIONAL EXPERIENCE:

- **Technical Marketing Intern – Hair-S Philippine Inc.**
(December 2018 – January 2019)
 - Creating graphic designs of the products and edit the website content.

- **Customer Service Intern – ITEK Business Solutions (Canada Based).**
(February 2019 – March 2019)
 - Creating tickets and knowing what technical problems are the customers having.
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REFERENCES:

Edwin S. de Guzman, MSIT

CBT – OIC
MANILA CENTRAL UNIVERSITY
09065761549

Arianne S. Mateo

ADMINISTRATIVE ASSISTANT
MANILA CENTRAL UNIVERSITY
09434901364

I hereby certify that all information contained here is true and correct to the best of my knowledge.

Jan Calvin G. Valenzuela