SICAT, MARK JESERRY M.

APPLICANT

PROFILE

Highly motivated Computer Science student with a passion for learning and professional growth in programming, database management and effective communication.

Eager to apply in your company to enhance and to gather some experience that will help improve my skills.

PERSONAL INFORMATION

Age: 22
Date of Birth: October 20, 2002
Place of Birth: Angono, Rizal
Sex: Male
Nationality: Filipino
Height: 157cm
Weight: 65 kg

CONTACT

PHONE:
0908-273-9785

EMAIL:
radcliffejeserry@gmail.com

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Facebook.com/jeserryradcliffe

ADDRESS:
A. Ojas Castro St. Tatala Binangonan, Rizal

SOFT SKILLS

- Strong observation skills for identifying details and patterns.
- Proven multi-tasking abilities to manage multiple tasks efficiently.
- Highly adaptable to new environments and challenges.

EDUCATION

Dolores Elementary School
June 20 – March 2015

Mahabang Parang NHS
June 2015 – April 2019 (Best in Conduct, With honors)

ICCT Colleges
June 2019 – July 2021

University of Rizal System Morong
2021 – Present (Dean's Lister 1st Year – 4th Year)

WORK EXPERIENCE

Part-Time Assistant
URS Morong Budget Office
Dec 2023 – March 2024

- Assisted in preparing and maintaining financial records, ensuring accuracy and compliance with office standards.
- Organized and updated documentation, improving workflow and accessibility.

Part-Time Assistant
URS Morong Procurement Office
Dec 2023 – March 2024

- Assisted in managing procurement processes, including organizing purchase requests and maintaining records.
- Improved documentation efficiency by maintaining organized procurement files.

HARD SKILLS & PROFICIENCIES

- **Programming Languages:** Python, Java, PHP, VB.Net
- **Web Development:** HTML, CSS, JavaScript
- **Networking & IT:** Basic Network Configuration, Troubleshooting.
- **Database Management**: MySQL
- **Tools & Technologies:** Profficient in MS Office Suite (Word, Excel, Powerpoint), VS Studio Code, Adobe Photoshop