

Applicant 1

IT Specialist / Secretary

@ applicant1@email.com ☎ +63000000000 🇵🇭 Philippines

SUMMARY

Motivated IT professional with experience in office administration, technical support, and multitasking. Highly adaptable, quick learner, and dedicated to delivering efficient and reliable solutions.

EDUCATION

Bachelor of Science in Information Technology

Western Mindanao State University

📅 2015 - 2021

📍 Philippines

High School Diploma

Zamboanga State College of Marine Sciences and Technology

📅 2011 - 2015

📍 Philippines

Elementary Education

Catalina Vda de Jalon Memorial School

📅 2005 - 2011

📍 Philippines

EXPERIENCE

IT Specialist (Intern)

Digilair Outsourcing Services

📅 August 2019 - December 2019

📍 Zamboanga City, Philippines

- Assisted with technical support and troubleshooting.
- Supported internal IT operations and data management.
- Gained experience in basic network and software maintenance.

Secretary

The Sushi Box Zamboanga

📅 2022 - 2023

📍 Zamboanga City, Philippines

- Managed administrative tasks including scheduling and documentation.
- Handled communication, record filing, and coordination with staff.
- Supported daily operations to ensure business efficiency.

SKILLS

Communication

Multitasking

Adaptability

Time Management

MS Office

MS Excel

PowerPoint

Video Editing

Document Filing

Teamwork