**ACTS Computer College**

Information and Communication Technology Strand

2017-2019

* **Graduated with Honors**

**Senior High Education**

**Laguna State Polytechnic University – Santa Cruz Campus**

Bachelor of Science in Information Technology

Major in Service Management Program

2019-2023

* **Dean’s Lister 2nd Semester A.Y. 2020-2021**
* **Dean’s Lister 2nd Semester A.Y. 2019-2020**

**Tertiary Education**

**WORK EXPERIENCES**

**Provincial Disaster Risk Reduction and Management Office (Laguna)**

**OJT Intern**

**Feb 2023 – Jun 2023**

* Assigned to different divisions of the PDRRMO the Logistics Division, Operations and Warning Division and Admin & Training Division.
* Made posters and tarpaulins for the activities of the PDRRMO.
* Regularly monitor status of reports throughout the different municipalities/cities of the Province of Laguna through the PDRRMO’s website.
* Handled clerical works and general service tasks.

**Management Information Systems Office (Laguna)**

* Assigned to IT technical support.

**Work Immersion Intern**

**Aug 2018 – Nov 2018**

* Performed duties on installing multiple software in computer systems.
* Performed graphic designs, layouts and data encoding.

**EDUCATION**

**KEVIN CHRISTOPHER M. MORCO**

**SKILLS AND ABILITIES**

**Computer Literate**

**Microsoft Apps**

* **Word, PowerPoint & Excel**

**Web Development & Design**

* **HTML, CSS & JavaScript**
* **PHP, Laravel & MySQL**

**Adaptable & Detail Oriented**

**Skilled Communicator**

**Fast Learner**

**Graphic Design & Layout**

**CERTIFICATE**

**March 2023 Civil Service Exam Passer**

**CHARACTER REFERENCES**

**Gener F. Mosico**

**College Instructor**

**09814642048**

**Gerald M. Villaran**

**College Instructor**

**09695982005**

**PERSONAL DETAILS**

**Santa Cruz, Laguna PH**



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**0992-710-4420**



[**kevinchristophermorco.github.io**](https://kevinchristophermorco.github.io/)



**A fresh graduate having a Bachelor’s Degree in Information Technology Major in Service Management Program. A motivated and adaptable individual with a strong foundation in IT service management, problem -solving, and programming. A fast learner and responsible person willing to learn within the work environment.**