

KEVIN B. BUENO

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SUMMARY

A dedicated and highly motivated individual who has strong passion in technology. Committed to continuous learning and contributing to team success through hard work and problem-solving. Continuously expanding knowledge in programming through self-learning and eager to take on new challenges in the tech field.

TECHNICAL SKILLS

MS Word
MS Powerpoint
MS Excel

Canva
Adobe Photoshop
Adobe Indesign
Data Analytics

Programming: Python, C
Database: MySQL, SQL,
Web Development: HTML/CSS
Computer System Servicing

SOFT SKILL

Keen attention to detail
Communication Skill
Time- management
Passion for continuous learning

Teamwork
Multi-tasking
Hardworking

WORK EXPERIENCE

DICT- Region V- Catanduanes | OJT- Trainee

Feb. 8 - 28 2024

- Successfully completed 80 hours of apprenticeship/OJT- Trainee program.
- Had gained substantial knowledge from seminars and hands-on activities on different productivity tools such as MS Word, Excel, Adobe Photoshop.
- Explored the fundamentals of web development, successfully install and configure computer systems and servers through the help of other interns and DICT officers.

Aircon Technician's Helper | Freelance/Part-time

- An informal arrangement with my cousin, Leo Barias, an independent contractor of HVAC.
- Helped my cousin to successfully deliver quality service in aircon maintenance and troubleshooting.
- Gained familiarity with the common tools and equipment.
- Learned the importance of work ethics, delivering quality services and paying attention to the instructions and to have an initiative to ensure the tasks were completed properly.

EDUCATION

Calatagan High School

2024

- TVL- CSS
- With High Honors
 - Outstanding Performance in Work Immersion
 - Outstanding Performance in Communication Arts English
 - Computer Systems Servicing NCII passer

Calatagan Elementary School

2017

TRAININGS & CERTIFICATES

- Computer Systems Servicing NCII | TESDA
- Digital Literacy | IBM SkillsBuild
- Digital Awareness | Cisco
- Data Analytics Essentials 1 | Cisco
- Introduction to Modern AI | Cisco
- Python Essentials 1 | Cisco