

# NAVAREZ, JOSHUA R.

Muntinlupa City  
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## CORE COMPETENCIES

- Can effectively work as part of a team.
- Quick learner, keen to learn and improve skills.
- Had an Experience being an encoder of 201 files.
- Have some basic knowledge of Microsoft Structure Query Language, HTML, CSS, PHP.
- Have a knowledge to configure a routers and switch modem.

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## WORK EXPERIENCE

- I had an experience in building, and cleaning system units also installing OS on desktops and laptop
  - 500 hours of on-the-job training by handling some 201 employee files and creating a Google Drive repository for their cloud file backup with a restriction for HR and admin and the employees.
- AUTOFLARE ALABANG
  - JETOUR ALABANG
  - DONGFENG ALABANG
  - ESTETIKA WELLNESS AND BEAUTY CLINIC

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## EDUCATIONAL BACKGROUND

- College: 2022 – 2024 Pamantasan ng Lungsod ng Muntinlupa  
(Bachelor of Science in Information Technology)  
2020 – 2021 Pamantasan ng Lungsod ng Muntinlupa  
(Associate in Computer Technology)
- Senior 2017 – 2019 Muntinlupa National Highschool Main  
(General Academic Strand)
- High School 2013 – 2017 Muntinlupa National Highschool NHA Annex
- Elementary School 2011 – 2013 Itaas Elementary School NBP Annex Muntinlupa City

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## CHARACTER REFERENCE

Ms. Shane, Soriano  
Human Resources & Administrator  
917-571-2019

  
**Navarez, Joshua R.**  
Applicant