



Crisostomo John Renzo

Student

CONTACT ME

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📍 20B. Carnation St. Torres Subd. Banlat Rd. Tandang Sora. Quezon City

EDUCATION

Quezon City University

Bachelor of Science in Information Technology

2020 - Present

Dr. Carlos S. Lanting College

TechVoc / Information and Communication Technology (ICT)

2018 - 2020

Tandang Sora Nation High School

2014 - 2018

Tandang Sora Elementary School

2007 - 2014

SKILLS

Hard Skills

- Microsoft office
- Troubleshooting
- Project Management
- Technological skills

Soft Skills

- Observation
- Decision Making
- Communication
- Multi - tasking

PROFILE

Tech-savvy IT student with a passion for problem-solving and hands-on learning. Solid foundation in software development and systems administration. Seeking an internship to gain real-world experience and collaborate on cutting-edge IT solutions.

WORK EXPERIENCE

Area Coordinator

2023 - 2023

Rapidoo PH. - On the job training(OJT)

- Providing professional support and assistance to riders through phone, email, or chat.
- Providing reports and updates on rider status, performance, and progress in fulfilling their duties.
- Effectively resolve concerns or complains by offering step-by-step guidance and instructions.

Property Specialist

2023 - 2023

New San Jose Builders, Inc.

- Assisted real estate agents with property listings, showings, and client interactions.
- Assisted in coordinating meetings, events, and communications with clients.
- Developed strong organizational skills and attention to detail in a fast-paced environment.

Kitchen Staff

2022 - 2023

Kabigting's Halo-Halo, Fairview Branch

- Assisted with food preparation, cooking, and maintaining a clean and sanitized workspace.
- Collaborated with team members to ensure efficient kitchen operations.
- Contributed to a positive dining experience for customers through timely service.

REFERENCES

Prince Gerard Noquera

Rapidoo Ph. / Area Coordinator

Phone: 0968 - 539 - 2284

Email: noquera prince gerard@gmail.com

Veronica Bianca Flores

New San Jose Builders, Inc. / Sales Director

Phone: 0917 -657 - 0244

Email: bianceflores@gmail.com