***Mazee G. Marciano***

122 Pag-asa St. Caniogan,

Pasig City, Philippines

09263208452

[mazee.marciano@yahoo.com](mailto:mazee.marciano@yahoo.com)

Qualifications

* Dedicated and hardworking individual
* Exceptionally versatile and adoptability
* Time and Project management
* Self motivated, initiative
* Verbal communication skills

1. **Objectives:**

* To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.
* I am seeking employment with a company where I can use my talents and skills to grow and expand the company.
* To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your company throughout the duration of my training period.

I have 500 hours for my OJT. I can start on Monday. Reporting schedule is once a week. Yes, I have a laptop. I'm not a dean's lister, but my grades are always good. I haven't experience any failing grades. I am hoping that your company can help me be trained to grow better. Thank you.

I am a dedicated and hardworking individual. I am seeking for an OJT which can help me grow and expand. I am willing to learn more things. I am hoping that your company can allow me to be trained and grow better. Thank you.

Before I started planning, I have known the objective and the mission of the activity. I believe that there is much energy and time wasted on planning without any clear idea about what you are planning. I determine the target date depending on what needs to be in

the priority list. If help is needed or if I am handling a

group then I will assign the tasks in accordance to the

person's ability to meet with deliverable. I also consider checking the objective from time to time to know if I'm still headed in the right direction.

1. **Education Background:**

College : STI COLLEGE SHAW

25 Shaw Blvd, Pasig, Metro Manila

B.S. Information Technology

SY 2014 – Present

: STI College – Shaw

25 Shaw Blvd, Pasig, Metro Manila

Associate in Computer Technology

SY 2012 – 2014

Secondary : Our Mother of Perpetual Succor Academy

Poblacion, Torrijos, Marinduque 4903

SY 2008 – 2012

Primary : Torrijos Central School

Poblacion, Torrijos, Marinduque 4903

SY 2002 – 2008

1. **Personal Information:**

Birth Date : April 20, 1996

Age : 19

Sex : Female

Civil Status : Single

Citizenship : Filipino

Language Proficiency : English, Filipino

1. **Skills:**

* Configuring and troubleshooting desktop and laptop
* Connection and troubleshooting in land connection and Internet
* C++ and HTML
* Visual Basic 2008
* Microsoft Office Word, Excel, PowerPoint
* Computer Literate
* English Literate

1. **Character Reference** :

Ms. Glenda R. Mabuti Ms. Anita S.Ortigas Ms. Monaliza Omictin

STI College Shaw STI College Shaw STI College Shaw

(02) 632 9694 (02) 632 9694 (02) 632 9694

**I hereby certify that the above information is true and correct to the best of my knowledge and belief.**

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**Mazee G. Marciano**