



PATRICK E. BILLONES

COMPUTER SCIENCE

OBJECTIVE:

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization

KNOWLEDGE & SKILL

- Proficient in using Microsoft Office Word, Excel, PowerPoint
- Hardware troubleshooting and Network troubleshooting

PERSONAL INFORMATION

Address: 42 Sitio Manggahan, Pulong Buhangin, Sta. Maria, Bulacan

Phone No. : 09612152351

Email Address: patrickbillones@gmail.com

Birth date : March 20, 1995

Birthplace : Tondo, Manila

Citizenship : Filipino

Religion : Roman Catholic

Civil Status : Single

CAREER SUMMARY

On-the-Job Training

SOCIAL SECURITY SYSTEM | APRIL 2016 – JUNE 2016

- Handling inquiries by verifying members' contribution and existing loan using the system
- Processing of loan
- Data encoding
- Handling of phone calls

Customer Associate

LBC EXPRESS INC. | OCTOBER 2017 – JANUARY 2018

- Acknowledge and appropriately greet and assist customer in timely manner
- Attend customer inquiries, questions and complaints and facilitate satisfactory resolution
- Compile and maintain all required paperwork, records and report
- Accept shipment from the customer following the LBC standards acceptance rules
- Daily posting of shipment status to the company database system
- Prepares daily, weekly, and monthly report

ACADEMIC HISTORY

St. Joesph College of Bulacan

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

- 2015 – 2017

Norzagaray College

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

- 2012 – 2014

CHARACTER REFERENCE

Crystalyn V. Cristal

AUTOCAD OPERATOR | 09474600189

SMS GLOBAL TECHNOLOGIES INC.

Mr. Charlemagne Sionson

TEAM LEADER | 09278902356

LBC Express Inc.