

## YOUR NAME

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Phone: XXX-XXXXXXX

Email: [abcde@gmail.com](mailto:abcde@gmail.com)

Address:

Birthday: DD MM YYYY

Passport size  
picture

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## CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of information technology (IT).

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## TECHNICAL SKILLS

- Hardware troubleshooting
  - Network troubleshooting
  - Programming (Java, C++, Visual Basic, Android Programming Language)
  - Microsoft Office (MS Word, Excel, Powerpoint, Internet, etc)
  - Adobe Creative Suite (Photoshop, InDesign, After Effects, Dreamweaver)
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## PERSONAL SKILLS

- Excellent written and verbal communication skills
  - Highly organized and efficient
  - Ability to work independently or as part of a team
  - Proven leadership skills and ability to motivate
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## EDUCATION

**Bachelor of Science in Information and Communications Engineering (2010 – 2015)**

Rizal Technological University

CGPA: 3.75

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## ACHIEVEMENTS / RESPONSIBILITIES

- President, Association of Computer Students (2014 - 2015)
  - Lay-out Artist, The Guardian Student Magazine (2012 - 2014)
  - Dean List Awards, First Class Awards, etc.
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## PRE-PROFESSIONAL EXPERIENCE

**Technical Support Intern - IT Department**

Xerox Business Services Philippines Inc. (June 2014 – Feb 2015)

*Provided Level 1 support, handled troubleshooting and maintenance as well as monitoring and deployment of IT*

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## REFERENCES:

Provide 2 references