Your Name

Address:
Phone: XXX -XXXXXXX | Email: yourname@gmail.com | Date of Birth: DD MM YYYY

Passport size picture

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).

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)

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

EDUCATION

Bachelor of Science in Information and Communications Engineering (2010 – 2015)
Rizal Technological University
CGPA: 3.75

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.

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 equipment.

REFERENCES:

Provide 2 references