



SHIELA B. DELACION

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ABOUT ME

I am a fresh graduate of Bachelor of Science in Information Technology with experience in internet installation, basic web development (HTML, CSS, PHP), and strong skills in Microsoft Office applications. I am knowledgeable in troubleshooting, software installation, networking, and data entry. I also have experience in assisting customers and promoting products online through social media content creation, affiliate marketing, and basic digital strategies. I am hardworking, adaptable, and excited to bring my skills, creativity, and willingness to learn into a dynamic and growth-oriented work environment.

EDUCATION

2021- 2025	Mindoro State University Bongabong Campus Bachelor of Science in Information Technology
2019 - 2021	Mindoro State University Bongabong Campus Science, Technology, Engineering and Mathematics
2015 - 2019	Labasan National High School
2008 - 2015	Moises Abante Memorial Elementary School

EXPERIENCE

2024-2025	Sorosoro Ibaba Development Cooperative Batangas City
OJT Trainee	<ul style="list-style-type: none">Hands-on experience in Fiber Internet Installation and basic troubleshootingAssisted in setting up modems and routers in client locationsFamiliar with cable management and installation toolsExposure to field and office coordination
2023-2025	Home Based Printing Business
Small Business	<ul style="list-style-type: none">Advanced in Microsoft Office Applications: Excel (formulas, formatting, inventory sheets), Word, PowerPointFile management, data entry, and basic photo editingKnowledgeable in Internet applications, troubleshooting, and basic networkingFamiliar with installation of software and driversEffective communication and customer service skills, experienced in assisting and coordinating with different types of customers
2023-2025	Affiliate Marketing
Product Affiliate	<ul style="list-style-type: none">Experienced in online product and service promotion, including affiliate links and referralsSkilled in content creation for social media platforms such as TikTok, Facebook, and MessengerCapable of making engaging short-form video content (e.g., TikTok reels) to boost product visibility and audience reach

SKILLS

- Software and Driver Installation
- Microsoft Office (Word, Excel, PowerPoint)
- Basic web development (HTML, CSS, PHP)
- Affiliate marketing
- File management and data entry

PERSONAL ABILITY

- Willing to learn new things
- Adaptable to different tasks
- Responsible and reliable
- Works well with others
- Fast learner

REFERENCES

John Edgar S. Anthony

Dean Collage of Computer Studies Phone: 09177169707
Mindoro State University - Victoria Email: Jeanthony73@gmail.com
Main Campus

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Sorosoro Ibaba Development Cooperative Email: jeddavalos@gmail.com