John Doe

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38 Zapote St. Bagong Barrio Caloocan City

OBJECTIVE

Searching for a role as a Technical Support or Technical Specialist, aiming to apply my organizational and skills, along with a proactive approach. My goal is to contribute effectively to all the technical and ensure adherence to quality standards. I am dedicated, quick at learning, and excited about the prospect of being part of an excellent team.

EDUCATION

University of Caloocan City - South Campus   **September 2020 - Present**
Bachelor of Science in Computer Science

Center for International Industries Competence Corp (CIICC)   **December 2023 - February 2024**
Contact Center Services NC II

ACLC Caloocan   **August 2018 - August 2020**
Information and Communication Technology

EXPERIENCE

MIS STAFF   **June 2022 - June 2023 Present**
University of Caloocan City - South Campus
Managed old (VB6) and new (AIMS) Enrollment Systems, provided comprehensive technical support, configured networks, deployed systems locally, and handled confidential documents for the University of Caloocan City's Management Information System.

ENROLLMENT HEAD   **December 2023 - February 2024**
University of Caloocan City - South Campus
Led the freshmen enrollment process, scheduling exams, and managing applicant data for accuracy. Collaborated with the Registrar's Office to streamline and maintain precise records of incoming freshmen. Ensured a seamless admission experience through meticulous coordination and attention to detail.

EXTRACURRICULAR ACTIVITIES

PRESIDENT, ASSOCIATION OF COMPUTER -STUDENTS (ACES)
University of Caloocan City - South Campus   **March 2023 - Present**
Led the team with proactive leadership, planned strategic initiatives, improved team participation, and organized meaningful events in partnership with the executive team to encourage innovation and growth within the audit department.

SKILLS

- **Proficient in Business Application Software (MS Word, Excel etc.)**

- **Database Management (MySQL, SQL, MS Access)**

- **PC Troubleshooting**

- **Hardware**