

TIMOTHY VILLA

COM. SCI. GRADUATE



CONTACT ME:

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PROFESSIONAL SUMMARY

Detail-oriented professional with certificates in Computer System Servicing, Bookkeeping, and Visual Graphic Design. Skilled in data entry, Microsoft Office, and basic Python, Java, HTML, and CSS, with experience in customer service, HR assistance, and data encoding. Recognized as a DOST RA 7687 Scholar and an academic honor graduate, committed to delivering accurate and efficient results.

CERTIFICATIONS

TESDA ONLINE COURSES

- COMPUTER SYSTEM SERVICING
- BOOKKEEPING
- VISUAL GRAPHIC DESIGN

EDUCATIONAL ATTAINMENT

JUNIOR HIGH SCHOOL

Bacoor National High School Villa Maria Annex
2013- 2017

SENIOR HIGH SCHOOL (STEM)

St. Jude College Dasmariñas Cavite
2017 - 2019

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Cavite State University Imus Campus
2019 - 2023

SKILLS / CORE COMPETENCIES

TECHNICAL SKILLS

- Computer Hardware: Proficient in *desktop/laptop troubleshooting, repair, and system upgrades*
- Basic understanding of *Python, Java, HTML, and CSS*
- Visual Design: Skilled in using *Canva* for digital content creation and layout design
- Productivity Tools: knowledge of *Microsoft Office Suites*

ADMINISTRATIVE & BUSINESS SKILLS

- Data Entry & Accuracy: Fast and detail-oriented data entry with strong attention to accuracy and organization
- Bookkeeping: Knowledgeable in basic accounting principles aligned with NC III certification
- Document Formatting & Reporting: Able to prepare professional documents and reports efficiently

SOFT SKILLS

- Excellent communication and *customer service* skills
- Strong analytical thinking and problem-solving abilities
- Organized, adaptable, and a team player

JOB EXPERIENCE

CUSTOMER EXPERT I
TELEPERFORMANCE MOA

NOV 2023 - JAN 2025

HR ASSISTANT (INTERN)
MELHAM CONSTRUCTION
CORPORATION Q.C.

JUN 2022 - AUG 2022

CREW
MCDONALDS VERMOSA IMUS

APR 2019 - JUN 2019

DATA ENCODER (OJT)
BARANGAY PASONG BUAYA II
IMUS, CAVITE

JAN 2019 - MAR 2019

ACHIEVEMENTS

- BEST IN MATH DURING GRADE 7 & 8
- 2ND PLACE IN SCIENCE QUIZ BEE DURING GRADE 11
- GRADUATED AS WITH HONORS IN SENIOR HIGH
- DOST RA 7687 SCHOLAR
- BACOR FINANCIAL ASSISTANCE SCHOLAR

CHARACTER REFERENCES

JOHANAN ABRASALDO
GEOLOGIST
0962-152-2380

JOLO CUEBILLAS
FACTORY WORKER - WISTRON CORP. TAIWAN
0991-477-0969

AARON TEODOSIO
GLOBAL DEVELOPMENT SAP SENIOR ANALYST
0949-732-2855

JOHN SIGHMON RAPHAEL DUEÑAS
TALENT ACQUISITION ASSOCIATE - ALORICA
0947-227-1076

CHRISTIAN MENDOZA
BUSINESS OWNER/PROPRIETOR
0995-518-8653

DAN CYRUS T. MAYO
MECHANICAL DESIGNER - WFL INTEGRATION CORP.
0945-374-4046

I hereby certify that above information is true and correct to the best of my knowledge and beliefs.



APPLICANT'S SIGNATURE