

SHANE MATHEW RUIZ JAVIER

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OBJECTIVE

Looking for a competitive and worthwhile professional experience in a company that offers the chance to use and improve my abilities on the assigned responsibilities, particularly those pertaining to information and communication technology obligations.

SKILLS

- Familiar with ICT related tasks.
- Has basic knowledge on Programming.
- Has knowledge on Microsoft Office programs.
- Has knowledge on basic troubleshooting.
- Highly organised and efficient.
- Ability to handle multiple tasks.
- Skilled in maintaining and developing professional relationships with clients.
- Responsible, trustworthy, goal-oriented, adaptable, and sociable.
- Always willing to take new challenges, learn new skills, and gain new experiences.
- Adobe Creative Suite (Photoshop, Animate)

EDUCATION

- Bachelor of Science in Information Technology, Bulacan State University, Malolos, Bulacan, Philippines, (2021-Present)
- Japan Philippine Institute of Technology, Sta. Maria, Bulacan, Philippines, (2018-2020)
- Sta. Maria National Highschool, Sta. Maria, Bulacan, Philippines, (2014 -2018)
- San Gabriel Elementary School, San Gabriel, Sta. Maria, Bulacan, Philippines, (2008-2014)

ACHIEVEMENTS

- Cisco Skills For All - Networking Devices and Initial Configuration (2023)
- Cisco Skills For All - Network Addressing and Basic Troubleshooting (2023)
- Japanese-Language Proficiency Test N5 Passer (2019)

PERSONAL INFORMATION

- Date of Birth: January 29, 2002
- Nationality: Filipino
- Marital status: Single

LANGUAGES

- Filipino
- English
- Japanese (N5 Passer)