



CONTACT ME AT

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<https://adicdiquin.github.io/>

SKILLS SUMMARY

- Html, Css, and Javascript
- Unity, C# and Php
- Adobe Photoshop, Illustrator and Canva
- Rufus and Installation of OS
- Installation of MS Office
- Wondershare Filmora/Adobe Premier

ACTIVITIES

- Choir: Coro Inmaculata
- Former Coordinator of South Cembo: Biblical Apostolate Ministry
- Former Assistant Instructor: Arnis & Taekwondo
- Taekwondo Player

AWARDS RECEIVED

- Plaque of Appreciation: SMART 2017 Assistant Instructor (Taekwondo)
- Plaque of Appreciation: SMART 2015 Assistant Instructor (Arnis)

ANTHONY DICDIQUIN

ABOUT

A fresh graduate who is seeking for a full-time position in the field of IT, where I can apply my knowledge and develop my skills through experience and implement my innovative ideas, skills and utilize creativity for accomplishing the projects while making a significant contribution to the success of the company.

WORK EXPERIENCE

Administrative Support

JXM Technology Solutions Inc. | Apr 2020 - Aug 2020

- Tester for new website: Fleet Management System
- Monitor database of assignees data and provide reports
- Make documentation for registration of vehicles
- Answer phone calls and emails

Administrative Support Intern

JXM Technology Solutions Inc. | Jan 2020 - Apr 2020

- Tester for new website: Fleet Management System
- Monitor database of assignees data and provide reports
- Make documentation for registration of vehicles
- Answer phone calls and emails

Cashier

RGIES Boutique | May 2015 - June 2019

- Processes return transactions and provides a positive customer experience with fair, friendly, and courteous service.

EDUCATIONAL HISTORY

Adamson University

BS Information Technology | June 2015 - October 2020

- Thesis involved studying Virtual Reality and applying it in the system for Architectural viewing and interaction.

Guadalupe Catholic School

June 2011 - April 2015

- Actively participated in church activities inside and outside of school.