



## CONTACT ME AT

📍 4085 Gen. del Pilar St. South  
Cembo, Makati City,  
1214 Philippines

✉ anthonydicdiquin1022@  
gmail.com

💻 <https://adicdiquin.github.io/adicdiquinofficial.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.