

**MICHLLE JORDAN AYCARDO**

**Brgy # 28 Victory Village Legazpi City**

Mobile No.: 09091254735

Email: mj.aycardo15@gmail.com

**OBJECTIVE:**

To obtain any related position that would develop my qualifications and further develop my skill for continuous career improvement to gain experiences and knowledge to your good office and to be a part of your working group and competently achieve the expectation of the company

**WORK QULITIES:**

Flexible and willing to work under pressure. I enjoy challenging work environment and get along well with others.

**EDUCATIONAL ATTAINMENT**

**Elementary**  : Victory Village Elementary School

S.Y. 2002 – 2003

**Secondary** : Pag-asa National High School, Gogon Extention

Legazpi City ,Albay

S.Y. 2003-2006

**College** : Computer System Institute

F. Imperial St, Kapantawan Legazpi City

2nd year Computer Hardware Servicing

S.Y. 2008-2010

**PERSONAL INFORMATION**

**Age :** 27 years old

**Date of Birth :** December 15, 1989

**Place of Birth :** AGO HOSPITAL

**Civil Status :** Single

**Sex :** Male

**Height :** 5’3

**Weight :** 50

**Citizenship :** Filipino

**Religion :** Christian

**Father’s name :** Miguel Aycardo

**Occupation :** Driver

**Mother’s name :** Sandra Aycardo

**Occupation :** Housewife

**SSS No. :** 05-1106453-5

**Skills:**

* Repair/keep and maintain a well-function computer system
* Formatting and Installations of different kinds of hardware and software

(Computers)

* Printer Troubleshooting (continuous ink system )
* Must have wide knowledge and ability in repairing computers
* Knowledge in troubleshooting
* Knowledge in detecting computer viruses
* Ability to repair multiple computers
* Know how to assemble computer parts and can do networking.
* Knowledge in repairing different brand and type of computers.
* Must have good communication skills

**Training/ Work Experience:**

* **On the job Training – Computer System Institute**

F. Imperial St. Capantawan

* GLOBALINK ONLINE NETWOK INCORPORATED

February 17 2012 – February 10 2017

* AEE COMPUTER ONLINE NETWORK, INC.

Lapu-Lapu Street,Legazpi City Albay

**CHARACTER REFERENCES**

**Mr. Glenn Lanuzo**

SCI President   
Capantawan, Legazpi City

**Mr. Antonio Loveriza**

Brgy Captain Victory Village Legazpi City

*I hereby certify that the information contained in this application is true and correct to the best of my knowledge.*

**MICHELLE JORDAN AYCARDO Application**

**MR. RANILO BHO MANALLO**

MANAGER OF PHARMADYME

Pharmadyme Miranda Plaza Bldg

Sagpon Albay Legazpi City

Sir,

Good day.

Upon knowing that you have a job vacancy, it will be a privilege for me to grab that opportunity.

I am Michelle Jordan Aycardo, 24 years of age and a resident of Brgy. 28 Victory Village Legaspi City and I am willing to apply as a Computer Technician in your good office.

I am a graduate of Computer Hardware Servicing NCII at (CSI) Computer System Institute of Computer Technician

As a graduate of Computer Technology, I am knowledgeable in computer related works. I have knowledge in using computer applications like Microsoft Excel and Microsoft Word and this job seems to fit my qualifications. I am confident that I can perform the job effectively.

The possibility of working in this company is personally very exciting and I look forward to talking with you.

Thank you for your time and consideration.

Sincerely yours,

**MICHELLE JORDAN AYCARDO**

Applicant