

# Ezekiel P. Telmo

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Mobile: 0907-168-6642



## EDUCATIONAL ATTAINMENT

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Bayanan II Elementary School Bayanan II Calapan City Oriental Mindoro	2003 – 2004
Jose J. Leido National Memorial Highschool San Vicente J.P. Rizal St. Calapan City Oriental Mindoro	2004 – 2009
Filipino Academy of Scientific Trades Salong, Calapan City Oriental Mindoro	2009 – 2011
<b>Computer Hardware Servicing NC II</b>	
Luna Goco Colleges Lalud Calapan City Oriental Mindoro	2014 – 2015

### Nursing Aide

#### Achievements

- 2010: Attended Systematic Asia Siemens Seminar
- 2010: Attended Radio Frequency Identification : Latest in automatic Data Capture Techonolgy

## VOLUNTEER PLACEMENTS (OJT)

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Mindeus Computer Repair Shop	2011
Provided support during various activities. Assisted at events and gatherings including providing suggestions to help fix unit problems.	

## JOB EXPERIENCES

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AYAN WARNER HOTEL Puerto Galera, White Beach Receptionist/Housekeeping	2011 - 2013
ROSNER GAMENET Bayanan II Calapan City, Oriental Mindoro Manager and Technician of Computer Café	2013 - 2015
PLAYHOUSE MULTIPLE INTELLIGENCE LEARNING TUTORIAL CENTER Gaisano Capital Tawiran Calapan City, Oriental Mindoro Music Teacher	2016 -
PHILIPPINE STATISTICS AUTHORITY Data Encoder	2016-

**Personal Attributes:**

- ✓ **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.
- ✓ **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
- ✓ **Flexible:** Understanding of need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times.

**Software Skills:** Adobe Photoshop ~ Microsoft Word ~ Microsoft Excel ~ Microsoft Power Point ~ Firefox ~

**PERSONAL INFORMATION :**

Date of Birth	:	September 13, 1992
Place of Birth	:	Concepcion, Marikina
Gender	:	Male
Height	:	5'9"
Weight	:	63kgs.
Civil Status	:	Single
Citizenship	:	Filipino
Religion	:	Born Again
Dialect	:	English/Tagalog
Father's Name	:	Ronnie R. Telmo
Mother's Name	:	Elvira P. Telmo
Address	:	Bayanan II Calapan City, Oriental Mindoro 5200

Person to be contacted in case of emergency	:	Elvira P. Telmo
Address	:	Bayanan II Calapan City
Contact No.	:	0998-307-0096

**PROFESSIONAL REFERENCES**

Elezaldy M. Herrera	Charles O. Panoy
Eduardo's Resort	Bayanan II Calapan City
Owner	Baranggay Captain

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

**Ezekiel P. Telmo**  
Applicant