

## ALLAN JAY B. SANTOS

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Allan.jaysantos@yahoo.com



### OBJECTIVE

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I am looking for a suitable Job where I could enhance my knowledge and develop my personality as a career person while utilizing my skills.

### EDUCATIONAL BACKGROUND

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#### Tertiary

2013 – 2017

#### STI COLLEGE CALOOCAN

Bachelor of Science in Information Technology

#### Secondary

2009 – 2013

#### MALINTA NATIONAL HIGH SCHOOL

High School Diploma

### TECHNICAL SKILLS

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- Application on Microsoft Office (Word, PowerPoint, Excel)
- Programming – HTML/CSS, Java, VB6
- Database Management (SQL Server, MySQL)
- Operating System (Window XP, Win 7, Win 10)
- Hardware Skills (PC assembling, Formatting, Partition, Drivers Installation)
- Adobe Flash
- Adobe Photoshop
- Analytical, problem-solving, and troubleshooting ability.
- Knows what to prioritize
- Can do multitasking
- Can work under pressure

### EXTRA-CURRICULAR ACTIVITIES

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- October 15, 2016  
**IT Project (THESIS)**  
Project Title: "KidWiz: An Enjoyable Journey Learning Math App for Grade-1 Students."  
STI College Caloocan
- February 14, 2017  
**Preparing Student For Success (S1)**  
STI College Caloocan
- March 7, 2017  
**Preparing Student For Success (S2)**  
STI College Caloocan

## INTERSHIP EXPERIENCE

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- December 2016 – March 2017

### **Technical Support Representative Cdo Foodsphere Inc.**

- Assisting and troubleshooting Software and Hardware problems.
- Provide thorough support and problem resolution for customers
- Maintain composure and patience in face of difficult customer situation
- Research issues on various computer systems to resolve complaints.

## CHARACTER REFERENCES

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### **Marc Ardie V. Ardiente**

Teacher at STI Academic  
Center Caloocan  
0906-340-8461

### **Alvin Enguero**

Work at CDO Foodstore  
Paso de blas  
09233663259