



Galaxy P. Dela Cruz

116 Quirino Street, Brgy. Esguerra,
Talavera, Nueva Ecija, Philippines

+63 966-731-1327
dgalaxy0119@gmail.com

CAREER OBJECTIVE

To pursue an opportunity that will allow me to grow professionally while effectively utilizing my skill set to help promote your corporate mission and exceed team goals.

SKILLS & PROFICIENCIES

- Proficient in Oral and Written English Communications
- Knowledgeable in Microsoft Office Applications
- Knowledgeable in Web Development, Database Programming, Networking, Java, and Mysql
- Knowledgeable in Trello, Zoom, LastPass, CamScanner, and Calendly
- Basic Graphic and Logo Design (Canva and Adobe Illustrator)
- Possesses good interpersonal and communication skills
- Has zest for learning and commitment to work

PERSONAL INFORMATION

Date Of Birth: January 19, 1995

Place of Birth: Cabanatuan City, Nueva Ecija

Age: 28

Height: 5'7"

Weight: 69 kgs.

Gender: Male

Civil Status: Married

Nickname: Axy

Mother: Ruth Pascual Dela Cruz (deceased)

Occupation: Teacher

Father: Arsenio Aliño Dela Cruz

Occupation: N/A

Siblings: Kimberlin Pascual Dela Cruz
Universe Pascual Dela Cruz

Religion: Roman Catholic

EDUCATIONAL BACKGROUND

Tertiary Education

School: Nueva Ecija University of Science and Technology

Address: General Tinio Street, Cabanatuan City, Nueva Ecija

School Year: 2012 – 2016

Secondary Education

School: Talavera National High School

Address: Brgy. Pag – asa, Talavera, Nueva Ecija

School Year: 2007 – 2011

Primary Education

School: Talavera Central School

Address: Brgy. Maestrang Kikay, Maharlika Highway, Talavera, Nueva Ecija

School Year: 2001 – 2007

SEMINARS ATTENDED

- **"C# with Oracle Connectivity"** - September 30, 2015
Nueva Ecija University of Science and Technology,
Amphitheatre, Sumacab Campus, Cabanatuan City,
Nueva Ecija, Philippines
- **"English Proficiency for IT. Professionals and Personality Development"** - September 24, 2015
Nueva Ecija University of Science and Technology,
Amphitheatre, Sumacab Campus, Cabanatuan City,
Nueva Ecija, Philippines
- **"Embrace Success, Embrace IT."** - September 3-4, 2015
Wesleyan University - Philippines Sports and Cultural
Complex Cushman Campus, Mabini Extension,
Cabanatuan City, Nueva Ecija, Philippines
- **"Practical Production Environment for a Real World IT. Professional"** - June 30, 2015
Subic Bay Convention Center, Subic Bay Freeport Zone
- **"Google I/O Extended in Nueva Ecija"** - June 24, 2015
Farmer's training Center Nueva Ecija University of
Science and Technology, Sumacab Ester Campus,
Cabanatuan City, Nueva Ecija. Philippines

WORK HISTORY

Job Position: IT Technical Support
New City Lumber and Hardware

Date: February 25, 2017 - April 27, 2018

Job Description:

- Updating of Database Systems of different branches of New City Lumber and Hardware (Microsoft SQL Server).
- Provide technical computer support to different branches of NCLH.
- Encoding of sale transactions and inventory items.
- Software installation and utilization.
- Basic personal computer troubleshooting.

Job Position: IT Technical Support
Nueva Ecija University of Science and Technology

Date: March 16, 2022 - February 20, 2023

Job Description:

- Provide technical computer support to various departments inside the University.
- Data encoding, and processing of students, faculty, and employee Identification Cards.
- Software installation and utilization.
- Computer Hardware and Software troubleshooting.
- Basic network and internet connectivity troubleshooting.

CHARACTER REFERENCES

DR. ROLAIDA SONZA – University Professor, Graduate School
Nueva Ecija University of Science and Technology

MEINARD D. ATENCION – Multimedia Head, (MIS)
Nueva Ecija University of Science and Technology


ENGR. JOMASEL SAVELLANO, MSIT – ASST. DIRECTOR, (MIS)
Nueva Ecija University of Science and Technology

DR. MARLON I. TORRES – DIRECTOR, (MIS)
Nueva Ecija University of Science and Technology

RICARDO PAJARILLAGA JR. – SUPERVISOR, MIS
New City Lumber and Hardware

I hereby certify that the above information is true and correct.

Galaxy P. Dela Cruz



APPLICANT