



DEE JAY ETRATA



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Odawara Hamacho,
Kanagawa Japan

TECHNICAL SKILLS

- Python (Programming Language)
- Adobe Photoshop
- Adobe Illustrator
- Familiar with 3D Modeling (Blender / Maya)
- Hardware Troubleshooting
- Operating Systems (MS Window / MAC OS)

SKILLS

- Time Management
- Flexibility
- Detail Oriented
- Communication
- Problem Solving
- Team Player

INTERESTS



Video Games



Music



Art

CAREER OBJECTIVE

Any suitable position at a creative and dynamic work environment where I can train and assist with my technical skills and abilities in the field of information technology (IT).

EDUCATION

Bachelor of Science in Information Technology

System Technology Institute College

June 2016 – April 2020

WORK EXPERIENCE

Vertex Design Builders

IT Support

April 2020 – March 2022

- Installation and configuration of computer hardware, software, systems, networks, printers, and scanners;
- Monitor computer system and networks;
- Provide technical support to other member of the company;
- Testing of new technology/application/software;

As part of School Group Project Research, assisted/took part in the development of:

- Payroll System for Demontanyo's Convenience Store (2017)
- Excel based Reservation and Billing System for Immanuel Tuna (2017)
- Medical record system for Dr. Rivera Dental Clinic System (2018)
- Medical Requisition and Schedule Posting System for STI College Clinic, (2018)

CERTIFICATE

IT Fundamentals Certificate (2022)

LANGUAGE

English – Proficient

Filipino – Native

Japanese – Conversational