

Jon-Jon E. Ducog

Blk 35 Damayan Sitio Lumang Ilog Taytay Rizal

Contact no. 09919819180

Email Address: ducogjonjon@gmail.com



CAREER OBJECTIVES

To provide administrative and entry-level talents to the supervisors and management team, as well as problem-solving skills, effective teamwork, and deadline adherence, while proving myself and progressing with the organization.

PERSONAL DATA

Age : 23 yrs. old
Date of Birth : November, 15 ,2000
Civil Status : Single
Place of Birth : Pasig City
Religion : Roman Catholic
Nationality : Filipino

EDUCATIONAL ATTAINMENT

- 2021 to 2024 College
Cainta Catholic College
BS in Computer Science
- 2017 to 2019 Senior High School
Sta. Lucia High School
General Academic Strand
- 2013 to 2017 Junior High School
Sta. Lucia High School
- 2007 to 2013 Elementary
Kinalagti Panukulan Quezon

SKILLS

- Proficient in MS Office including Word, Excel and Power point.
- Data entry
- Customer Service
- Communication Skills: Verbal and written.
- Collaborative