Harold A. Calvo

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103 Zone Carrots, Pakna-an, Mandaue City

In-plant trainee who can assist your company and can-do basic designing, programming and other computer related to contribute the betterment of the company.

Skills

- Computer System Servicing
- Basic Graphics Design
- C programming
- Java Programming
- Basic Web development
- Drawing
- Working knowledge in MS Word, MS Excel and MS PowerPoint.

Education

Computer System Servicing (2018-2020)
- Mandaue City Comprehensive National High School – 2019
- Computer System Servicing (**CSS**)NCII

Diploma in Computer Engineering Technology (2021-present)
- CITE Technical Institute, Inc. (San Jose, Cebu City)
- Electronic Product assembly and Servicing (**EPAS**)NCII

Core Competencies

- Working knowledge in MS Word, MS Excel, MS Powerpoint, MS Publisher.
- Set up and maintain local and wide area networks and install hardware and software applications.
- Perform programming tasks C programming ,JAVA and Web development.
- Design webpage and other similar computer graphics and multimedia applications such as Adobe Photoshop and Flash Animation.

Work history

OJT as Computer System Servicing trainee – 11/2019 to 4/2020
BFP R7 Mandaue City Fire Station
- Encoder in Microsoft excel and word.
- Files and documents organizer
- Troubleshooting of computer
- Printing

References

Mr. Jorge Larobis
Department Head
CITE Technical Institute, Inc.
San Jose, Cebu City
Cell. no +63-927-272-3914