DEE JAY CRISTOBAL

📧 deejay.cristobal@protonmail.com | 📞 (+63) 936 3822 159  
📍 Naguilian, Isabela, Philippines

# Career Objective

Detail-oriented and tech-savvy individual with strong organizational, communication, and problem-solving skills. Eager to contribute to a dynamic team by providing efficient support, managing tasks remotely, and ensuring high-quality service and productivity in a fast-paced environment.

# Education

Bachelor of Science in Information Technology  
Isabela State University  
2023 – Present

Senior High School – General Academic Strand  
Cabaruan Integrated School  
2019 – 2022

# Technical & Administrative Skills

* Proficient in Microsoft Office & Google Workspace (Docs, Sheets, Calendar, Gmail)
* Basic knowledge of troubleshooting computer systems, internet issues, and software installations
* Strong time management and scheduling skills
* Email and calendar management
* Data entry and document handling
* Effective communication and customer support
* Highly adaptable to remote tools and environments

# Projects & Experience

Multimedia & Content Documentation  
- Documented community events through photography  
- Created photo essays and basic digital content  
- Demonstrated attention to detail and basic editing techniques

Volunteer Experience  
- Provided photography services for local community events and student organizations  
- Assisted in managing schedules and documentation for school-related activities

# Strengths

* • Active listening & emotional intelligence
* • Conflict resolution and client rapport building
* • Fast learner and technology-adaptive
* • Organized, dependable, and goal-driven

# Tools Familiarity

* • Microsoft Office (Word, Excel, PowerPoint)
* • Google Workspace
* • Zoom, Skype, and other communication tools
* • Basic familiarity with troubleshooting in Windows OS
* • Social media platforms and content posting basics

# References

Available upon request.