Jacob R. Manuel

+639 6688 29300 · jacobrmanuel2@gmail.com
074 Pk 4 Bayan-Bayanan, Dinalupihan, Bataan, Philippines, 2110

OBJECTIVE

To serve in a role that will encourage me to put forth my abilities and skills in order contribute to your company's growth and learning process.

KEY COMPETENCIES

- Graphics Editing (Photoshop and Canva)
- Web design (HTML & CSS)
- Android Studio (Basic Knowledge)
- Zendesk Ticketing Tool
- Logmein Remote Access
- Excellent communication skills

PROFESSIONAL EXPERIENCE

Exacot Limited
Dec 2022 - April 2025

Non-Voice Technical Support Specialist

Responsible for assisting customers with technical issues or questions relating to computer hardware or software devices via email and live chat support.

Remember Me Consumer Goods Trading
March 2022 - May 2022

Graphic Designer - Intern

Creates visual communications such as adverts, branding, publicity materials, and magazine layouts. Utilizes graphic design skills to create media products such as magazines, labels, advertising, and signage.

EDUCATION

Bachelor of Science in Information Technology
Major: Network and Web Application Bataan Peninsula State University | 2022

Information and Communications Technology
Major: Computer Systems Servicing (CSS)
Mother Margherita de Brincat Catholic School, Inc. | 2018

Bayan - Bayanan Elementary School
Primary School
Bayan-Bayanan, Dinalupihan, Bataan | 2012

RECOGNITION

- Dean's Lister (2019-2022)
- Microsoft Office Specialist: Word and PPT (June, 2022)
- Microsoft Technology Associate (June, 2021)
- Cyber Security Foundation (March, 2021)

PERSONAL DATA

Place of Birth	**Dinalupihan, Bataan**
Date of Birth	**July 6, 2000**
Height	**167 cm**
Weight	**69 kg**
Citizenship	**Filipino**
Language	**English/Tagalog**

CHARACTER REFERENCE

BOBBY TABUENA II
Techincal Support Representative
iamhugolopez77@gmail.com
+63 996-277-52813

JANNEREN ANGCAYA
IT Teacher
Tomas del Rosario College
+63 927-957-6303

I hereby certify that the above-stated information is true and correct to the best of my knowledge and belief.

jmanuel

JACOB R. MANUEL