JOHN MICHAEL M. GAJE

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OBJECTIVES

- I want to pursue my career in the field of Information Technology and secure a responsible career opportunity to fully utilize my knowledge and skills, while making a significant contribution to the success of the company.

TECHNICAL SKILLS

- Oriented in HTML5, CSS, Bootstrap, and Javascript.
- Oriented in OOP, MySQL and PHP.
- Install and Configured Computer System.
- Capable of troubleshooting (hardware and software), Reformatting of Windows.
- Set up Computer Network, Set-up Computer Server.
- Oriented in Microsoft Office Application.
- Capable of editing in (Photoshop, Adobe Illustrator, Canva, and Figma) and videos.

PERSONAL TRAITS

- Dedicated and hardworking person.
- Willing to do overtime and manages to multitask.
- Willing to learn new things.
- Has good communication skills. Fluent in English, Tagalog and Waray.
- Willing to be trained and responsible.
- Can easily mingle with people and can work under pressure.

EDUCATION

Tertiary: **Cavite State University – Imus Campus** (2014-2018)
Bachelor of Science in Information Technology
City of Imus, Cavite

SYSTEM DEVELOP

- **Management Information System for F.A 101 Salon and Spa** (Thesis)

WORK EXPERIENCE

- **Fiberhome, Bacoor Cavite**
  Operation Staff / Dispatcher
  - Supervised technicians and monitor their real-time reports.
  - Regularly check and update the system (OFSC)
  - Getting report summary of all PR dispatched for the day for submission to the client (PLDT)
  - Make an outbound call to the customers for confirmation if the internet and telephone are working.
- **Concentrix, Glorietta 5 Ayala**
  Collector 1 Associates
  - Good communication skills showed when dealing with customers, team members, and supervisors.
  - Make outbound and inbound calls by following the calls model and technique
  - Make an alternative payment solution effectively and provide extraordinary customer service for the clients/customers
  - Performs proper documentation to any collection practices and processes.
  - Awarded as a "Top Agent in month of July 2019".
- **Ekonek Pilipinas, Pasay City**
  IT Staff/ Encoder
  - Do a verification for customer documents in bureau of custom.
  - Encoding SAP documents.
  - Do trouble shooting

SEMINAR AND TRAINING

#InDemandPh Training Certificate
ADVANCED FRONT-END WEB DEVELOPMENT
April 4 to 21, 2022

Cyberattacks and Cyber Security
January 18, 2023
Virtual via MS TEAMS

#InDemandPh Training Certificate
BACK-END WEB DEVELOPMENT 101
Sept 26 to Oct 13, 2022

Trainers Methodology Level 1
Vocational Course
February 05, 2022
TESDA - Samar National State Arts and Trade / Taft, Eastern Samar

HTML5 and CSS3 Certificate
PIRPLE.COM / VIRTUAL
April 02, 2022

Computer Systems Servicing NC II
Vocational Course
August 27, 2021
TESDA - Samar National State Arts and Trade / Taft, Eastern Samar

"I hereby certify that foregoing statements are genuine to the best of my knowledge."

John Michael M. Gaje
Applicant