

JOHN CARL Q. VELASQUEZ

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PROFESSIONAL SUMMARY

I am an Information Technology student at National University - Clark, majoring in Web and Mobile Application. I enjoy learning about technology and how it can be used to solve problems. I'm a quick learner, adaptable, and always eager to improve my skills in IT and development

EDUCATION

Senior High-School

Benigno S. Aquino National Highschool

Graduated: May 31, 2024

Accountancy and Business Management

College

National University - Clark

Bachelor Science of Information Technology

Experience

HR Assistant (Senior High School Experience)

D'Luxe, Capas, Tarlac | [2024]

- Conducted initial interviews with job applicants.
- Assisted in sorting and organizing important HR documents.
- Performed data coding for applicant records and HR databases.

SKILLS

Problem-Solving – Troubleshooting technical issues

Adaptability – Transitioning from HR tasks to IT studies proves I am flexible and open to learning new skills.

Organizational Skills – Managing documents and applicant records shows my ability to keep things structured and efficient

Confidentiality & Ethics – Handling applicant data and interviews taught me the importance of maintaining confidentiality.

Teamwork – Able to collaborate with co-workers and instructors in group projects.

Technical Skills

- Networking fundamentals (IP addressing, routers, switches)
- Hardware Troubleshooting
- Technical support (phone, email, remote)

Certifications

- **CompTIA IT Fundamentals (ITF+) – March 2025**

John 14:6

I am the way and the truth and the life. No one comes to the Father
except through me