

JOSE JOHN S. SAYCON

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ABOUT ME

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Dedicated and skilled professional with expertise in computer hardware/software troubleshooting, basic networking, and image processing. Proficient in Microsoft Office applications. Effective communicator in Tagalog, Cebuano, and English.

Additionally, gained experience in SEO by filling information for web page titles and descriptions and other related SEO tasks for 9 months. Created a functional and visually appealing real estate website: https://cebufirst.com/. Holds a Bachelor of Science in Industrial Technology, majoring in Computer Technology.

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SKILLS

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* Wordpress
* SEO
* SQL
* Computer Hardware/Software Troubleshooting
* Basic Networking
* Image Processing-Photoshop
* Microsoft Office Applications

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LANGUAGES

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• Tagalog: Native/bilingual proficiency

• Cebuano: Native/bilingual proficiency

• English: Professional proficiency

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RECENT TRAININGS

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• Contact Center Services NC II

• Rapid Earthquake Disaster Assessment (REDAS)

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EXPERIENCE

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INFOMATE COMPUTER SYSTEMS, Dumaguete City, Negros Oriental

Intern Technician | 2010-2011

- Resolved computer-related problems

- Assisted in renewing Windows Operating System product keys for San Miguel Corp.

MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE, Pamplona

Geographic Information Systems Operator | 2012-Present

- Generated thematic maps and conducted data gathering/surveys

- Troubleshoot computer problems, encoded documents, handled paperwork, and performed networking tasks.

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EDUCATION

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BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY

Negros Oriental State University, Dumaguete City, Negros Oriental | Graduated 3/2011

- Major: Computer Technology

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REFERENCES

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Available upon request