



JEROME CABRERA

BS INFORMATION TECHNOLOGY

CONTACT

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San Julian Norte, Vigan City, Ilocos Sur

SKILLS

Computer Literate
Editing
Programming
Problem Solving
English Proficiency

EDUCATION

2018 - 2022
College
BS Information Technology
University of Northern
Philippines

2016 - 2018
Senior High School
**Information and
Communication Technology**
Ilocos Sur National High School

2016-2018
Junior High School
Ilocos Sur National High School

PROFILE

A BS in Information Technology graduate proficient in using MS Office applications such as Word, PowerPoint, and Excel. Possesses knowledge and experience in programming, utilizing various programming languages, and handling databases.

WORK EXPERIENCE

IT Department Assistant (OJT)
Ilocos Sur Provincial Capitol | Ilocos Region, Philippines 2018

Responsible for providing administrative support to the IT department as well as working in the admin office. My duties included:

- Assisting regular staff in the IT department and admin office with administrative tasks such as paperwork and document distribution.
- Providing general administrative support to the IT department such as maintaining and organizing electronic and physical files.
- Providing support to regular staff in the admin office.
- Handling paperwork and document processing tasks for the organization.
- Assisting local residents with their issues and concerns.

On Call Catering Service Staff
8.88 Restaurant & KTV Bar | Ilocos Region, Philippines 2016 - 2018

Responsible for ensuring that guests at catered events receive exceptional service. My duties included:

- Setting up tables, chairs, and linens in accordance with event specifications.
- Preparing and serving food and beverages to guests in a timely and efficient manner.
- Responding to guests' requests and concerns in a professional and courteous manner.
- Maintaining a clean and organized work area throughout the event.
- Collaborating with other staff members to ensure that all event logistics were properly coordinated.
- Following health and safety protocols at all times to ensure a safe and sanitary environment for guests.