Beverly Jane L. Gicale

Purok Maunlad Tambler, General Santos City
Email: janericaxskyzi@gmail.com
Mobile: 09481971110

Career Objective

Highly motivated Bachelor of Science in Information Technology student seeking an IT Personnel On-the-Job Training position to apply and further develop my technical skills. Eager to contribute to a dynamic team while gaining practical experience in IT operations, troubleshooting, and system management. Committed to continuous learning and staying updated with the latest IT trends. Aspiring to leverage my academic knowledge to effectively meet the technical needs of your organization and prepare for a future career in information technology.

Skills and Achievements:
- ➢ Networking
- ➢ Time management
- ➢ Active Listening
- ➢ Computer System Maintenance
- ➢ UX/UI Design

Education & Qualifications

2020 - 2024   **STI College – General Santos, Inc.**
College
Bachelor of Science in Information Technology

2018 - 2020   **General Santos City National High School**
Senior High School
Track: Technical Vocational Livelihood (ICT)

2014 - 2018   **General Santos City National High School**
Junior High School
Award: Grade 10 – With Honor, Girls Scout of the Year

Computer Skills:

Software and Tools: Microsoft Excel, Word, PowerPoint, Access, Photoshop

Hardware: Installation, Maintenance and Troubleshooting of computer hardware components.

Web Development: Front-end development using HTML, CSS and web development frameworks like Bootstrap.

Work Experience:

2023	**Summer Job as Special Program for Employment of Student (SPES) HELP DESK ASSISTANCE**

During my time in SPES, it was a great experience for me because it developed my interpersonal skills to communicate and interact with other people to apply in the workplace. Also, it was an excellent opportunity for me because I gained so much knowledge from it.

Other Achievements:

➢ Developed a web-based capstone project entitled: **"RENTIN: Management System for Commercial and Residential Properties."**
➢ Trained and successfully passed the National Certificate II in Computer System Servicing examination.
➢ ICT CLUB Secretary in Year of 2018 – 2020.
➢ Dean's Lister 2020-2023

Interests:
➢ I love spending my free time playing instruments, creating art, and dancing.
➢ I love to discover new things and explore different places.

References:

Name: Mr. Julus Paolo B. Palma
Position: Department Coordinator of Computer Science
Company: STI College General Santos City
Contact Details: juluspaolo.palma0727@gensantos.sti.ph

General Medical Center
Human Resource Officer
National Highway, Prk. Veterans, Brgy. Calumpang
General Santos City, 9500, Philippines

Dear Hiring Manager,

Good day!

I am writing to express my interest in the IT Personnel On-the-Job Training (OJT) position at General Medical Center. As a Bachelor of Science in Information Technology student at STI College – General Santos City. I am eager to apply my academic knowledge in a real-world setting. My education has provided me with a strong foundation in information technology, and I have also successfully passed the NCII Computer Systems Servicing examination, further demonstrating my technical proficiency.

I am particularly drawn to General Medical Center due to its commitment to excellent healthcare services and technological innovation. My academic journey, coupled with my NCII certification, has prepared me to meet the challenges of the IT world, and I am excited about the prospect of leveraging these skills in a practical setting. I am confident that my technical skills, dedication to continuous learning, and my certification make me a strong candidate for this position. I look forward to the opportunity to contribute to your IT department and learn from the experienced professionals at General Medical Center.

Sincerely,

Beverly Jane L. Gicale
Applicant