



Contact

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- 📍 Brgy. Estefania, Bacolod City, Negros Occidental

Skills

- Data Entry
- Google Suite
- Microsoft Office Suite
- Operating system Installation
- Basic computer troubleshooting
- Time management, organization, and adaptability
- Setting up peer-to-peer and client-server network

References

- Jinky R. Cervañez
NOHS SHS Faculty
09393577033
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- Jessica L. Alabe
Teacher 1
09095719545
jessica.alabe@deped.gov.ph
- Deyru J. Morancil
Teacher 2
09759777411
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Joachim Ulrich Nava

Education

(2019 - Present)

NEGROS OCCIDENTAL HIGH SCHOOL

Technical-Vocational-Livelihood Track

- Computer Systems Servicing
- Computer Networking
- Microsoft Office Suite

(2013 - 2019)

ESTEFANIA ELEMENTARY SCHOOL

Awards and Accomplishments

- Academic Excellence Awardee, With High Honors
- Successfully completed multiple hands-on activities related to CSS
- Successfully completed practical tasks in troubleshooting, OS installation, and networking

Experience

(2024 - Present)

OUTSOURCED TASKS - PART-TIME - PROJECT BASED

- Data Entry - encoding data to CRM
- Document Editing

(2024 - Present)

SCHOOL COMPUTER TASKS

- Learned proper computer maintenance
- Learned computer hardware assembly and disassembly
- Assisted classmates in troubleshooting computer-related tasks
- Served as team leader on over 10 practical CSS activities and project tasks
- Learned peer-to-peer and client-server network installation and configuration
- Learned Windows 10 and Windows Server operating system installation and configuration