



Contact



+639810622254



navajoachim@gmail.com



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
jinky.cervanez@deped.gov.ph

Jessica L. Alabe
Teacher 1
09095719545
Jessica.alabe@deped.gov.ph

Deyru J. Morancil
Teacher 2
09759777411
deyru08@gmail.com

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