



# KENT SUMBILON

Entry Level IT  
Professional

## CONTACT

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📍 #920 Griarte St. Hulo,  
Mandaluyong City

## EDUCATION

**Bachelor of Science in  
Information Technology**  
**St. Vincent's College Incorporated**  
2020-2023

## CERTIFICATE

**Responsive Web Design**  
**freeCodeCamp.org**  
2022

## SKILLS

Web Design	<div></div>
HTML/CSS	<div></div>
JavaScript	<div></div>
Python	<div></div>
Marketing	<div></div>
Branding	<div></div>

## WORK EXPERIENCE

**DOCUMENT ENCODER** 2021  
**TEAM RGM**

- Entered data into a digital database, verified accuracy, and maintained organized filing of documents
- Developed strong attention to detail and thrived in a fast-paced environment

**PRIVATE SECRETARY** 2022  
**MUNICIPALITY OF RIZAL**

- Managed the mayor's schedule, answered calls/emails, drafted correspondence, and coordinated meetings/events
- Supported administrative tasks including document filing, record maintenance, and report preparation

**SELF-EMPLOYED FOOD BUSINESS OWNER** 2022  
**(SPECIALIZING IN SISIG)**

- Developed and perfected a Sisig recipe through experimentation
- Established a loyal customer base and gained valuable skills in marketing, sales, and customer service

**IT INTERN** 2023  
**DIPOLOG CITY WATER DISTRICT**

- Assisted the IT team in troubleshooting hardware and software issues for employees.
- Conducted system maintenance tasks, including software updates and data backup.
- Provided end-user support by resolving technical inquiries and escalating complex issues to senior IT staff.
- Assisted in the installation and configuration of new hardware and software.
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## REFERENCES

**Hon. Marissa D. Manigsaca**  
Municipality of Rizal  
Municipal Mayor

**Phone:** 0917-631-2021

**Email:** marissamanigsaca@gmail.com

**Severino L. Salandanan**  
Well Treasure Philippines  
Driver / Bodyguard

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