



# KENT SUMBILON

Entry Level IT  
Professional

## CONTACT

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Mandaluyong City

🌐 [https://kentosama10.github.io/  
personal\\_site\\_2023/](https://kentosama10.github.io/personal_site_2023/)

## 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></div></div>
HTML/CSS	<div><div></div></div>
JavaScript	<div><div></div></div>
Python	<div><div></div></div>
Marketing	<div><div></div></div>
Branding	<div><div></div></div>

## WORK EXPERIENCE

### DOCUMENT ENCODER TEAM RGM

2021

- 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 MUNICIPALITY OF RIZAL

2022

- 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

### IT INTERN DIPOLOG CITY WATER DISTRICT

2023

- 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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