

# KIM DANCIL

**WEB & GRAPHICS DESIGNER** 

Looking for a challenging work in a respectable firm where I can put my technical skills to good use, while also learning about new and developing trends in the IT industry.



kimdancil.github.io





3183 Visita St, Sta. Cruz, Makati City



+639488628150

#### **PERSONAL INFORMATION**

Age: 23

Birth Date: April 18, 1998

Gender: Male

Nationality: Filipino

**Religion:** Protestant

Status: Single

Language: Filipino / English

Weight: 74 kg.

#### **QUALIFICATION & SKILLS**

- IT Graduate
- Web Designing
- HTML / CSS
- JavaScript
- Photo/Video Editing
- Customer Service
- Graphic Designing
- Administrative task
- Multitasking / Time Management

### **Personal Profile**

A person who is flexible, adaptable and trainable. Professionalism, competitiveness, my passion for work, and my attitude toward perfection are some of the attributes that make me the greatest candidate for the job. I am readily taught new things, yet I am confident in my ability to multitask and offer excellent work quality.

## **EDUCATIONAL BACKGROUND**



Tertiary: Bachelor of Science in Information Technology

June 2015 - July 2020 Leyte Normal University

Secondary: Balocawehay National High school

(2012-2016) Abuyog, Leyte

### **WORK EXPERIENCE**



- Administrative Assistant III
  Philippine Statistics Authority
  Abuyog, Leyte
- Trainee IT Department
- Graphics Designer / Computer
   Maintenance

Leyte Normal University Tacloban City

### August 2019- February 2020

November 2020 - July 2021

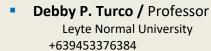
appointments, phone calls, assisting

customers, and maintaining organized file systems for the organization.

I'm in charge of scheduling

- Create visual graphics, maps, illustrations and infographics
- Etch and edit photos
- Basic troubleshooting

### **CHARACTER REFERENCE**



Rufo P. Alticaldo / Brgy. Captain Brgy. Odiongan, ABuyog, Leyte +39361171284

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

KIM DANCIL
Applicant Signature