

# 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



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+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

November 2020 - July 2021

I'm in charge of scheduling appointments, phone calls, assisting customers, and maintaining organized file systems for the organization.

- Trainee - IT Department**
- Graphics Designer / Computer Maintenance**  
Leyte Normal University  
Tacloban City

August 2019- February 2020

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

## CHARACTER REFERENCE



- Debby P. Turco / Professor**  
Leyte Normal University  
+639453376384

- 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