

JET GUMISAD

ICT GRADUATE

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SUMMARY

I am a graduate Senior High School ICT student with a basic understanding of computer systems, including hardware and software. I have experience installing programs and performing simple troubleshooting tasks. I am eager to continue learning, improve my technical skills, and gain real-world experience in the IT field. I am responsible, adaptable, and able to work both independently and as part of a team.

KEY SKILLS

- Basic computer troubleshooting
- File management and basic data entry
- Willingness to learn and adapt to new technology

EDUCATION

Secondary

Mary The Queen College of Quezon City

- Senior High ICT

2023-2025

WORK EXPERIENCE

Mayora's Bestea

Cashier & Barista

Oct 2023 – May 2025

- Handled customer orders efficiently and prepared a variety of milk tea beverages according to standard recipes.
- Handled payments manually and provided accurate change to customers.

TECHNICAL SKILLS

- Basic hardware installation
- Software installation, uninstallation, and basic configuration

LANGUAGES

- Tagalog - Fluent
- English - Elementary