

JET GUMISAD

ICT GRADUATE

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SUMMARY

I am an ICT student with a basic understanding of computers, including hardware, software, and networking. I am familiar with installing programs and performing simple troubleshooting. I am eager to learn more and gain real-world experience. I am a fast learner, responsible, and ready to work both in a team and independently.

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

2023-2025

- Senior High ICT

WORK EXPERIENCE

Mayora's Bestea

Oct 2023 – May 2025

Cashier & Barista

- 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

