



Experienced information technology professional in search of a position that allows me to apply my management and technical skills to achieve corporate goals, develop improved processes for managing IT requests and accomplish projects in a more efficient way.

MARCO JAY M. MENDOZA



Sitio Pangi, Mandug, Davao City



+63-967-391-1009



marcojaymendoza12@gmail.com

EXPERIENCE

Company: Reliance Transcriptions & Infotech Corp.
Job title: Human resource information specialist
Years in Service: 6 months
Work: Payroll Assistant, Encoding, IT tech Support, Sorting of files, HR works.

On Call Computer Technical/ IT Tech Support

Years in Service: 2 years

Work: Computer repair, Computer troubleshoot, Networking, software installation

Company: Dela Cerna Medical Clinic

Job Title: Admin Staff

Years in Service: 1 year and 6 months

Work: Patient Records inventory, Encoding, Medical Biller, Health Care Assisting, acting liaison,

Company: DMMA College of southern Phil.

Job Title: Archiver/Registrar

Years in Service: 3 months

Work: Encoding, Sorting of students documents, scanning

Company: Ellestreque Pharmaceutical and Industrial Corp.

Job Title: Graphics Artist

Years in Service: 3 months

Work: Layout Design logo and brand name, sticker printing, Tarpauline Printing

EDUCATION

Dmma College of Southern Philippines
Bachelor of Science in Information Technology

SKILLS

Document Sorting

Data Entry: 40 wpm

Web Design

Graphics Design

Video Editing

Transcription

Programming

Networking

Installing

etc.