

# Mark Joeneil Salas

## Objective

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings, and to get an opportunity where I can make the best of my potential and contribute to the company's growth.

## Work Experience

### Internship

Commission on Elections | 2023

Trece Martirez, Tacloban City

- Provide general administrative support to COMELEC personnel, which may include filing documents, organizing meetings, responding to inquiries, and maintaining office supplies.

### On Call Computer Technician and Graphic

Designer | 2016-2022

62 Lopez Jaena St. Tacloban City

- Maintaining computer systems, troubleshooting errors, maintaining internet connectivity, running diagnostic tests, maintaining servers, repairing computer hardware, and providing technical support.

### Manager

Gal Travel Services | 2023-2023

M.H Del Pilar, Tacloban City

- Oversee the ticketing office team, including hiring, training, and evaluating staff members. Provide guidance, support, and performance feedback to ensure a productive and motivated team.

### Manager

Lianne's Tie Variety Shop | 2019-2022

M.H Del Pilar, Tacloban City

### Pharmacy Asistant

AA Pharmacy | 2018-2019

M.H Del Pilar, Tacloban City

### Missionary

The Church of Jesus Christ of Latter

Day Saints | 2016-2018

### Massage Therapist Tesda NCII

OJT Wellness Massage| 2016-2016

Daniel Z. Romualdez Airport, Tacloban City

## Contact

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## Education

KODEGO BOOTCAMP

( Full Stack Web Developer )

Remote | 2023 - Present

JE MONDEJAR COMPUTER COLLEGE

Bachelor of Science in Business Administration

( Major in Marketing Management )

Nula - Tula, Tacloban City | 2019 - 2023

ACLC TACLOBAN

Bachelor of Science in Information Technology

( Major Computer Programming )

Real Street, Tacloban City | 2018 - 2019

Massage Therapist Tesda NCII

R08 - TESTDA VOCATIONAL

## Special Skills

- Development of a Business Plan and a Strategy
- Feasibility Study Formulation based on a SWOT Analysis
- Basic Knowleged in Web Development using (HTML. CSS and javascript
- Software and hardware expertise
- Technical support, Diagnostics & Troubleshooting.
- Expertise in Microsoft Office (Word, Excel. and PowerPoint)
- Graphical Designs using Adobe Creative Suite (Photoshop, Illustrator) and Canva