



# JOHN MARK MERCADO SOLIS



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Cavite

## OBJECTIVE OVERVIEW

To be able to find a position where I can enhance my skills, learn new things, and make a meaningful impact both personal growth and the company's success.

## EXPERTISE

- Computer Literacy
- Proficient in different Microsoft and Google application such as Word, Excel, PowerPoint and Etc.
- Time Management
- Critical Thinking
- Leadership

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

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John Mark M. Solis  
Applicant

## WORK EXPERIENCE

### RRRM Refrigeration & Air Conditioning Services Data Encoder

January 2021-December 2023

- Create a service report for each unit that the installer fixes.
- Generate a summary report using Excel that compiles the service reports for all units to rebates the service fees to the company.

### Filipina Cosmetics

#### Social Media Manager

October 2020-May 2021

- Manage the different social media platforms
- Create a publication materials for marketing.
- Cater customers in their inquiries.
- Packing the products for shipping.

## EDUCATION

### Emilio Aguinaldo College-Cavite

Bachelor of Science in Computer Science  
2022-2024

### University of Perpetual Help System JONELTA-GMA Campus

Senior High School (Science, Technology,  
Engineering and Mathematics)  
2017-2019  
With Honors

### Ungos National High School

Junior High School  
2013-2017  
With Honors

### Real Central Elementary School

2006-2013  
Conduct Awardee