**John Mico M. Gaviola**

Brgy. Hanggan, Calauan Laguna

#09511619775

maicsgaviol@gmail.com

|  |
| --- |
| **OBJECTIVE**: To gain useful information and skills in a real-world working environment to complement those I have studied in school. In exchange, I promise to remain a valuable addition to your business for the duration of my training position. |
|  |
| **EDUCATION:**  (Year Covered)  2018 – Present **STI COLLEGE STA CRUZ**  College  Bachelor of Science in Information Technology  2016 – 2018 **San Antonio De Padua College**  Senior High School  Information, Communication and Technologies |

|  |
| --- |
| **WORK EXPERIENCE:**  **Encoder/ IT Support**  Brgy. Hanggan Municipal Hall | September – January 2018 (Work Emersion) |
|  |
| **TECHNICAL SKILLS:**  **Programming**   * Basic knowledge in Microsoft SQL Database * Basic knowledge in Java and C#   **Web Developer / Designer**   * HTML/CSS skills. * Responsive design skills. * Testing and debugging skills. * Front-end basics * JavaScript skills.   **Technical Support**   * Installation & configuration of a company’s computer hardware operating systems and applications. * Maintenance and monitoring of computer networks and systems. * Diagnosing and solving hardware or software faults. * Performing electrical safety checks on the company’s computer equipment. * Following instructions, either written or in diagram form, in order to set up a system or fix a fault. |
|  |
| **EXTRA-CURRICULAR ACTIVITIES:**   * IT Department Capstone Symposium Speaker (Resorts Online Reservation and Billing System) * SAP Basics Training (Logistics and Financials) * Technopreneurship Developer (QR Code Generator and Scanner for Contact Tracing) |
|  |
| **PERSONAL BACKGROUND:**  I am an eager, self-motivated, dependable, responsible, and hard worker. I am a seasoned team player who can adjust to any difficult situation. I can work well in both a team and on my own initiative. I can work well under pressure and meet tough deadlines. |
|  |
| **REFERENCES:**  Marijoy Arroyo Baustista  HR Clerk  09755669624  Carlo Anthony Sugaste  IT/CPE PROGRAM HEAD  09950253888 |

John Mico M. Gaviola

Calauan, Laguna, 4010

0945 819 2177

maicsgaviola@gmail.com

## March 6, 2023

## Hon. Ramil L. Hernandez

## Provincial Governor

## Provincial Capitol of Laguna

## Thru: Mr. Aldwin M. Cejo, RN, MAN

## Provincial Disaster Risk Reduction Management Office

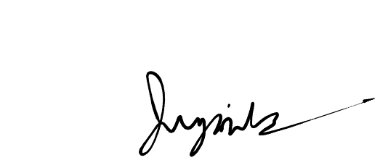
Dear Gov. Ramil L. Hernandez,

I am a fourth-year IT student at STI College Sta. Cruz, I have consistently excelled academically in all of my classes. The courses I've taken have provided me with a good foundation in the tools, methods, and approaches used in technical analysis and problem solving. I have demonstrated the capacity to swiftly acquire difficult concepts and have developed expertise in a variety of fields, such as:

* Help Desk Worker/Desktop Support.
* Graphic Designer
* Copywriter
* System Developer
* Web Designer
* Web Developer

To prove that I am qualified for the offer jobs I am willingly do my best to finish the given tasks. During senior high school I finished my emersion in Brgy. Hanggan Municipal Hall as Encoder and IT Support. During that day I worked hard and constantly doing my best to finished my tasks.

The included résumé contains further information about my qualifications and track record of success. If you agree that I would be a useful addition to your team, please phone me at #09511619775 or email me at maicsgaviola@gmail.com. I understand you are busy, so thank you for your time, and I look forward to speaking with you.

Sincerely yours,

John Mico M. Gaviola

John Mico M. Gaviola

PARENTAL / GUARDIAN CONSENT

To whom it may concern,

I, Erlinda Gaviola, do hereby permit my son, John Mico Gaviola, a student of STI Collge Sta Cruz, taking up BS Information Technology to undergo On-The-Job Training (OJT) which is one of the course requirements of the University

It is understood that he must abide by the rules and regulations that may be imposed by the Supervisor/Staff-in-Charge for his welfare and safety.

I fully agree to waive any responsibility on the part of STI College Sta Cruz, Provincial Capitol of Laguna and/or the representative/s, in case of any untoward incident that may happen to my son during the duration of the OJT.

Signature Over Printed Name of Parent / Guardian