



Dominic Milo Dofredo

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minick-nick.github.io/My-Portfolio

CAREER OBJECTIVE: My ultimate goal is to be able to seek a position that matches my qualifications in a company that provides an opportunity for me to capitalize on the skills, abilities, and knowledge I acquired through education, work, and real-life experiences. Furthermore, to grow along with the organization, contribute effectively to achieving its goals, and serve the organization with integrity. Therefore, I would like to apply for the position your company is seeking.

PERSONAL DATA

Age: 23 years old
Date of Birth: September 28, 2001
Gender: Male
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

WORK EXPERIENCE

1. Company:

Global Agility Solutions
- Position:

Data Entry Specialist
- Responsibilities:

Encode license plate numbers of vehicles into a system after reviewing the captured images from a toll road.
- Tenure:

October 4, 2023 – April 24, 2024
- Location:

3rd Flr., Pilando Center, Magsaysay Rd., Baguio City
2.

On-The-Job Trainee
- Company:

Municipality of Tubao
- Department

Treasury Office
- Responsibilities

- Encode daily collection records in a spreadsheet.
 - Issue receipts for documents such as medical and birth certificates, police clearances, Community Tax Certificates (Cedula), etc.
 - Print tax clearances and tax declarations
 - Photocopy files provided by the municipal treasurer.
 - Organize and sort files.
- Duration:

July - August 2022
- Location:

Poblacion, Tubao, La Union

EDUCATION

Highest Education

Education Level: Bachelor's / College Degree
Course: Bachelor of Science in Computer Science
School/University: Don Mariano Marcos Memorial State University - South La Union Campus
Location: Consolacion, Agoo, La Union
Date: August 2019 - June 2023

SKILLS

- Knowledgeable in developing Android apps using Kotlin and Jetpack Compose.
- Familiar with Java.
- Designing UI using Figma.
- Basic knowledge of Photoshop.
- Proficient in using Word, Excel, and PowerPoint.
- Ability to work independently or as part of a team.

REFERENCES

Prof. Lucille N. Dacaymat	Professor College of Computer Science, DMMMSU-SLUC Consolacion, Agoo, La Union 09275870877 ldacaymat@dmmsu.edu.ph
Mr. Ariel Alva	High School Teacher Don Rufino Olarte Memorial National High School Lloren, Tubao, La Union 09512816058
Mr. Jay Jay C. Milo	High School Teacher Tubao National High School Francia West, Tubao, La Union 09485622189
Rhomae Allyzza V. Garcillan	Data Entry Specialist Global Agility Solutions, LLC 2nd Floor Pilando Building, Magsaysay Avenue, Baguio City 09454870722
Jameel M. Salvador	Technical Support Engineer Bitshop Network Services Inc. 2/F East Gate Plaza, A. B. Fernandez Ave., Dagupan, Pangasinan 09084387429