

# Val Nico A.Dinopol

Email: [valnico.dinopol@gmail.com](mailto:valnico.dinopol@gmail.com)

Cell #: 09224336828

Address: 15-15A Sitio Adelfa, Bulacao, Cebu City

---

## Objective

Seeking a responsible job in a prestigious company to utilize my knowledge and skills

## Personal Information

Date of Birth: July 13, 1998

Gender: Male

Citizenship: Filipino

Civil Status: Single

## Academic Details

College: University of San Carlos- Talamban Campus; 2014-present

-Bachelor of Science in Information and Communication Technology

Secondary: Asian College of Technology; 2010-2014

Primary: Asian College of Technology; 2006-2010

Holy Rosary School of Pardo; 2005-2006

Pardo Extension Elementary School: 2004-2005

## **Work Details**

### **Antasis Inc., Cebu City- Data Encoder**

October 2019 - January 2020

- Demonstrated exceptional attention to detail and accuracy while encoding data into the database.
- Conducted thorough error checking and validation of receipts.

### **Video Closed Caption Encoder, online work:**

August 2021 – November 2021

- Modified video subtitles with precision and ensured quality captioning.

### **Mynimo Inc., Cebu City- Internship**

April 2022- August 2022

- Gained hands-on experience in system administration and provided comprehensive IT support.

## **Hard and Soft Skills**

- Proficient in MS Office Suite (Word, PowerPoint, Excel), effectively utilizing advanced features.
- Rapid learner with a typing speed of 52 words per minute.
- Skilled in website designing using HTML and CSS.
- Basic knowledge of programming in C++.
- Experienced in PC troubleshooting and proficient in computer system setup.
- Ability to work smart and efficiently while maintaining a detail-oriented approach.
- Strong adaptability to different work environments and proven ability to work under pressure.

## **Character References**

Kenneth G. Opina

Instructor

University of San Carlos

(032) 230-0100 local 143

