

Normel E. Cagas

Address: Barangay Balansay, Mamburao, Occidental Mindoro
Birthday: July 12, 2001
Age: 23
Sex: Male
Civil Status: Single
Religion: Iglesia Ni Cristo



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 0975-207-3580

Career Objective

I am seeking a position in Information Technology within a reputable organization, where I can apply my knowledge of technology and information theory, while continuously expanding my skills and capabilities through a willingness to learn and adapt.

Work Experience/Internship

On-Call-Sorter J&T Express Mamburao, Occidental Mindoro Part Time	January 2022 – March 2023
Department of Education (DepEd) School Governance and Operation Division (SGOD) Office Actively involved in encoding data, scanning and printing documents.	March – June 2024

Education

Elementary Balansay Elementary School	2011
High School Junior High School Occidental Mindoro National High School Senior High School Occidental Mindoro National High School General Academic Strand	2018
College Occidental Mindoro State College – Mamburao Campus Bachelor of Science in Information Technology	2024

Skills

- **Proficient in Microsoft Office Suite**
(Excel, Word, PowerPoint)
- **Basic Programming Skills**
(PHP, Java, JavaScript, HTML, CSS)
- **Basic Editing Skills**
(Canva)
- **Knowledgeable of IT-related products**
(Operating System, Networking, Hardware, Software)
- **Excellent problem-solving and troubleshooting Skills**
- **Good Communication and Listening Skills**
(Fluent in Filipino, Average in English)
- **Fast Learner**
- **Multi-tasking**
- **Flexible and Hardworking**
- **Ability to work under pressure**
- **Ability to work independently and as part of a team**
- **Ability to handle sensitive and confidential information**
- **Eagerness for continuous learning and professional growth**