# **Normel E. Cagas**

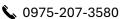
Address: Barangay Balansay, Mamburao, Occidental Mindoro

Birthday: July 12, 2001

Age: 23 Sex: Male

Civil Status: Single Religion: Iglesia Ni Cristo





## **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

**January 2022 - March 2023** 

J&T Express Mamburao, Occidental Mindoro Part Time

## **Department of Education (DepEd)**

March - June 2024

School Governance and Operation Division (SGOD) Office Actively involved in encoding data, scanning and printing documents.

#### **Education** -

Elementary 2011

Balansay Elementary School

High School 2018

Junior High School

Occidental Mindoro National High School

Senior High School

Occidental Mindoro National High School

General Academic Strand

College 2024

Occidental Mindoro State College – Mamburao Campus Bachelor of Science in Information Technology

#### 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