



# R-JAY NOTARTE

## CONTACT

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## EDUCATION

**BS Information Technology**  
*Southern Leyte State University*  
2021-2023  
Sogod, Southern Leyte

## SKILLS

- Critical Thinking
- Time Management
- Computer Literate
- Communication
- Customer Service
- Adaptability

## SUMMARY

Highly motivated and detail-oriented individual with a strong computer literacy, good interpersonal communication skills, and a passion for computer programming. A quick learner, I bring a fresh perspective, adaptability, and a strong work ethic to contribute to the success of any team or organization in the IT or any industry.

### Water Delivery Personnel

*February 2019 - March 2023, Jay-R Casinillo*

Water delivery personnel responsible for cleaning, sanitizing, and refilling water containers. Ensured safe and prompt delivery of clean drinking water to customers, while providing excellent customer service and addressing inquiries.

### Lodging House Caretaker

*February 2022 - August 2022, Family Lodging House*

Night-shift lodging house caretaker ensuring premises security, cleanliness, and guest satisfaction. Managed check-ins/check-outs, addressed inquiries, and maintained a comfortable environment.